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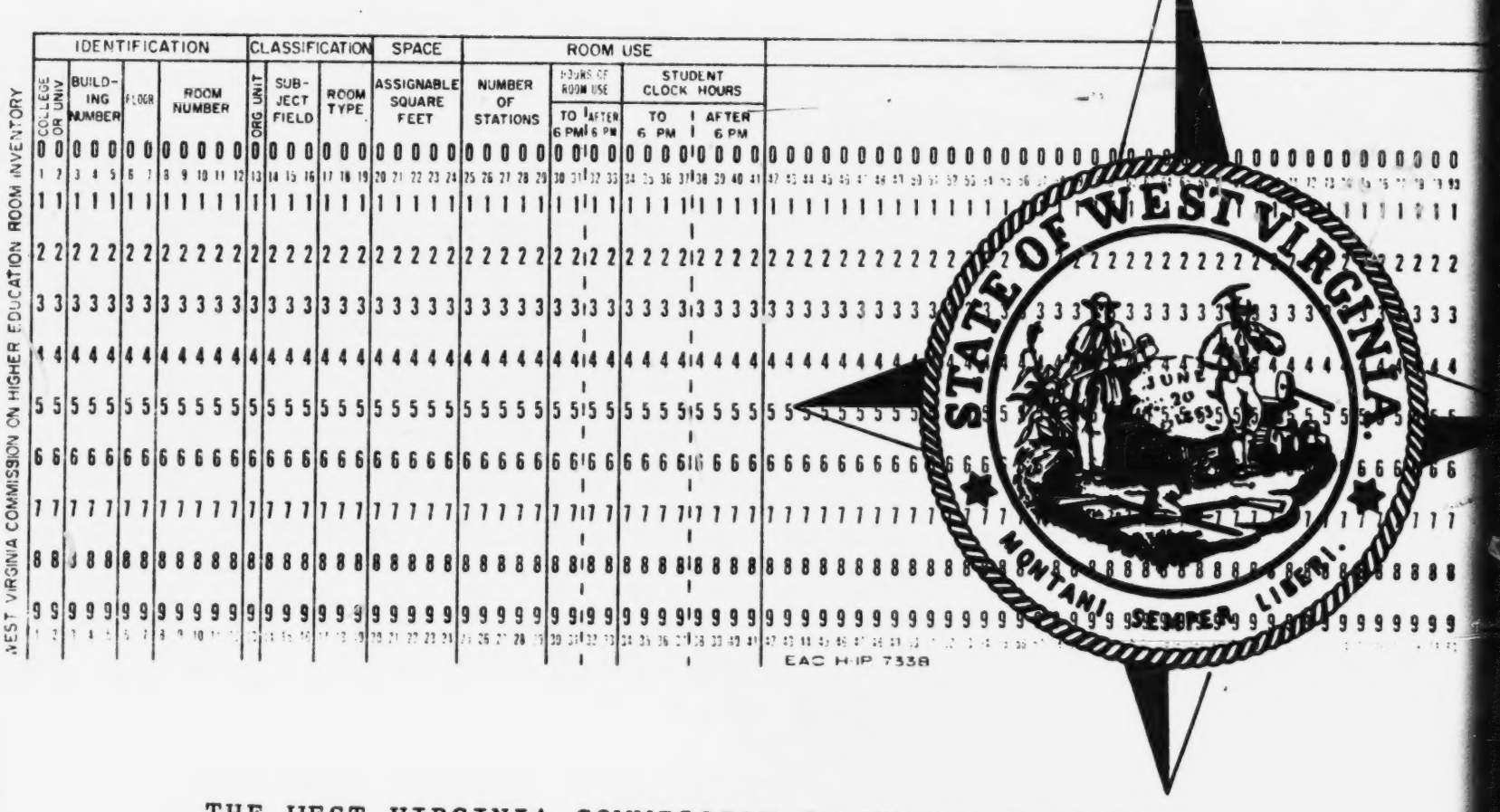
Abstract

A methodology guide is presented for data collection and reporting for the West Virginia Facilities Inventory, which is the preliminary phase of the Higher Education Comprehensive Planning Project. The methodology described represents a convenient outline of techniques designed to accomplish--(1) a quantity and quality inventory of physical facilities in West Virginia colleges and universities, (2) a uniform evaluation of present conditions of space utilization, and (3) projections of enrollment and utilization conditions, with resulting building needs, to 1977. The data handling and analyses are planned for computer application. Included in the appendices are the classification and definition manual, data collection forms for the facility inventory, sample floor plans, space factor models, sample computer listings, and change report forms. (FS)

ED033530

WEST VIRGINIA
HIGHER EDUCATION COMPREHENSIVE PLANNING PROGRAM
Project I, Facilities Planning

INFORMATION COLLECTION AND METHODOLOGY REPORT



THE WEST VIRGINIA COMMISSION ON HIGHER EDUCATION
Charleston, West Virginia

April, 1968

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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PREFACE

The report that follows is published for two primary purposes. First, institutions participating in the West Virginia state-wide inventory may continue to make greater application of the resulting space inventory with the availability of a manual such as this. The data may be more useful if the methodology of collection and meaning of state norms are clearly understood. Second, the degree of attention to detailed methodology and schedules may provide some direction to any group attempting a state-wide inventory of the nature described.

The report was prepared for publication by minor revision of the initial Methodology Report presented to institutional representatives as a guidebook. The methodology publication became the plan for The West Virginia Facilities Inventory data collection and reporting from the beginning of the project.

It will be apparent throughout the report that the primary concern of the inventory project has been to accomplish a state-wide inventory of physical space classified and described in a completely uniform manner. The objective has been a single understanding of classifications and terms for a facilities inventory of the 21 institutions of higher education in West Virginia.

I. INTRODUCTION

The West Virginia Commission on Higher Education prepared the following general description of the study described in this report:

> Original study will be restricted to an inventory of physical facilities (quantitative and qualitative) and an updating of enrollment figures and projections to 1977; however, the study will be the first part of a long-range comprehensive study. The long-range study contemplates definite planning as to the facility needs for each college and university and the programs that should be offered on each campus. In fact, the first part of our study will furnish necessary basic information for the decisions that will be made for facilities and programs. All of this information will enable the State Commission to judge applications under Title I with much more intelligence, and more importantly it will provide the information for intelligent planning by the administration on each campus.[1]

The Higher Education Comprehensive Planning Project has been designed to provide information and planning for use at the national, state, and individual institution levels. A period of three years is anticipated for completion of the Comprehensive Planning Project involving a study which will include West Virginia higher education planning in the areas of programs, faculty needs, student enrollment characteristics, budget requirements, and physical facilities. The first year of operation by the study group, funded by a U. S. Office of Education planning grant and beginning June 1, 1967, was restricted to:

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[1]Comprehensive Planning Project Proposal, submitted to U.S.O.E. by West Virginia Commission on Higher Education, May, 1967.

(1) a quantity and quality inventory of physical facilities in West Virginia colleges and universities, (2) a uniform evaluation of present conditions of space utilization, and (3) enrollment and utilization conditions projected, with resulting building needs, to 1977. The methodology described in this paper represents a quick outline of techniques designed to accomplish the physical facilities planning objective.

II. SCHEDULE

Summer, 1967: The study group devoted the summer months to structuring the study, designing forms, developing term definitions and classifications, and developing communication with each institution. This work was to the end that one representative from each West Virginia college and university was called to a workshop on August 14, 15, and 16, 1967, to commence the data collection phase. The three-day workshop was a critical point in the study plan. Through this workshop approach, the study group attempted to insure complete understanding and uniformity among representatives in term definitions, reporting forms, and data collection methods.

Fall, 1967: The months of September, October, and November were concerned almost totally with collection of data from the institutions, storing and processing data as they were received, and aiding individual institutions with collection and reporting difficulties. Three regional meetings were held in October to discuss problems that had developed after the representatives began the inventory task. The study staff was available on call for assistance and auditing purposes and visited most of the campuses during the data collection phase.

The end of the fall academic term was devoted to: (1) analysis of the data collected (all institutional reports were scheduled to be received by November 30), and (2) institutional visits to assist in accomplishing accuracy and uniformity of the reported data.

Spring, 1968: The data tabulation, analysis and study findings will be completed by June, 1968. The remaining period until June will also be used to complete the writing of a final report and structuring a pattern for continuation of the comprehensive planning study. All tabulations will be returned to the reporting institutions for verification before they are used in the study. All results of the study will be submitted to the West Virginia Commission on Higher Education for final disposition.

III. STAFF AND RESPONSIBILITIES

The West Virginia Higher Education Comprehensive Planning Project is responsible to the West Virginia Commission on Higher Education, Jerry L. Jones, Executive Secretary. William S. Fuller, Director, Higher Education Facilities Planning, New York, is serving as consultant to the Commission for the planning project and has contributed significantly in the planning to this point. Additional direction has been provided by the Advisory Committee to the State Commission.

The project research group is located on the Fairmont State College campus and includes the following personnel: B. G. Dunn, Project Director; William M. Gulas, Instructor of Mathematics; Carol Landers, Secretary; and Ken Willison, West Virginia University Graduate Assistant.

Although the research group is responsible for completion of the facilities planning project, the success accomplished thus far has depended entirely on prompt and accurate collection and reporting of data from each institution by the institutional representatives. Each West Virginia college and university has appointed one representative with the responsibility to collect and report necessary data for the institution and work with the planning project. A list of institutional representatives is included in Appendix A.

The project also views as a responsibility the publication of useful information gathered by the research group. The results thus far include elementary and secondary enrollment projections, population, and college enrollment data.

IV. METHODOLOGY

Physical Facilities Inventory

Quantity Inventory So that any meaningful planning concerning building needs could be accomplished, it was necessary to obtain a room-by-room inventory of assignable space in each building, on each campus. The inventory methods were designed to collect the data for a three dimensional matrix arrangement. Each room was counted in square feet of assignable space and classified as to (1) organizational, or ownership units, (2) subject field, for instruction or research related rooms, and (3) room type. The fact that these data, as well as all collected data, were placed on an electronic computer device has allowed rapid sorting and counting of space according to any desired combination of the three dimensions.

In order to provide consistency with U. S. Office of Education information requests, to provide information compatible with similar efforts in other states, and to take advantage of efforts already devoted to room classification by outstanding institutional researchers, the present study has made extensive use of room classifications and terms developed by a Task Force sponsored by the U. S. Office of Education in 1966. Specifically, unpublished papers by Donovan Smith[2] and Harold Dahnke,[3] two members of the Task Force, have supplied the classifications, with only slight modifications, to serve the West Virginia study. The term definitions and classifications of rooms by organizational unit, room type, and subject field are provided in Appendix B. Term definitions and classifications although not identical, are compatible with "Facilities Classifications and Inventory Procedures For Institutions and State Agencies (Fifth Draft), U. S. Office of Education."

Figure 1 may serve to illustrate the concept of the three dimensional matrix for higher education facilities data inventory. The sketch shows only the broad groups of the subject field and room type category.

The method for classification of rooms has applied a "plurality-use" principle rather than a "majority-use" principle or proration system in determining the dimension category for inventory and

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[2]Donovan Smith, "Multi-Dimensional Matrix for Higher Education Facilities Data," unpublished Fourth Draft, (University of California, Berkeley, 1967) (Mimeographed).

[3]Harold Dahnke, "Type of Room Definitions," unpublished Third Draft, (Michigan State, East Lansing, 1967) (Mimeographed).

analysis. The plurality principle is defined as room classification in the category describing the use that exceeds all other use classifications. A lower limit of 25 per cent of the total room use is placed on this system so that any room with less than 25 per cent of its total use assignable to any classification will be placed in a special category (i.e., subject field codes 120, 699, 799).

The volume of information and the fact that no truly equitable and accurate basis for prorating room use is available necessitates a method similar to the one described above. This method concedes a degree of inaccuracy in some classifications for institutions where extensive sharing of space is practiced.

Institutional representatives were asked to supply the necessary information on forms similar to Form 3, Appendix C.

The room-by-room space inventory has involved "assignable space" only. This term and the term "stations" are defined in the instructions to accompany Form 3. However, a better understanding of these terms may be provided by reference to the floor plans, Appendix D.

Quality Inventory Information concerning the quality, or general physical condition, of college and university physical plants was collected on Form 2, Appendix C. The level of measure was by buildings, rather than room-by-room. The information collected was provided some quality measure of equipment conditions. An equipment quantity inventory has been planned only through the measure of stations in each room.

An initial purpose in designing a quality inventory of buildings was to determine an approximation of renovation and replacement necessary to maintain facilities for West Virginia higher

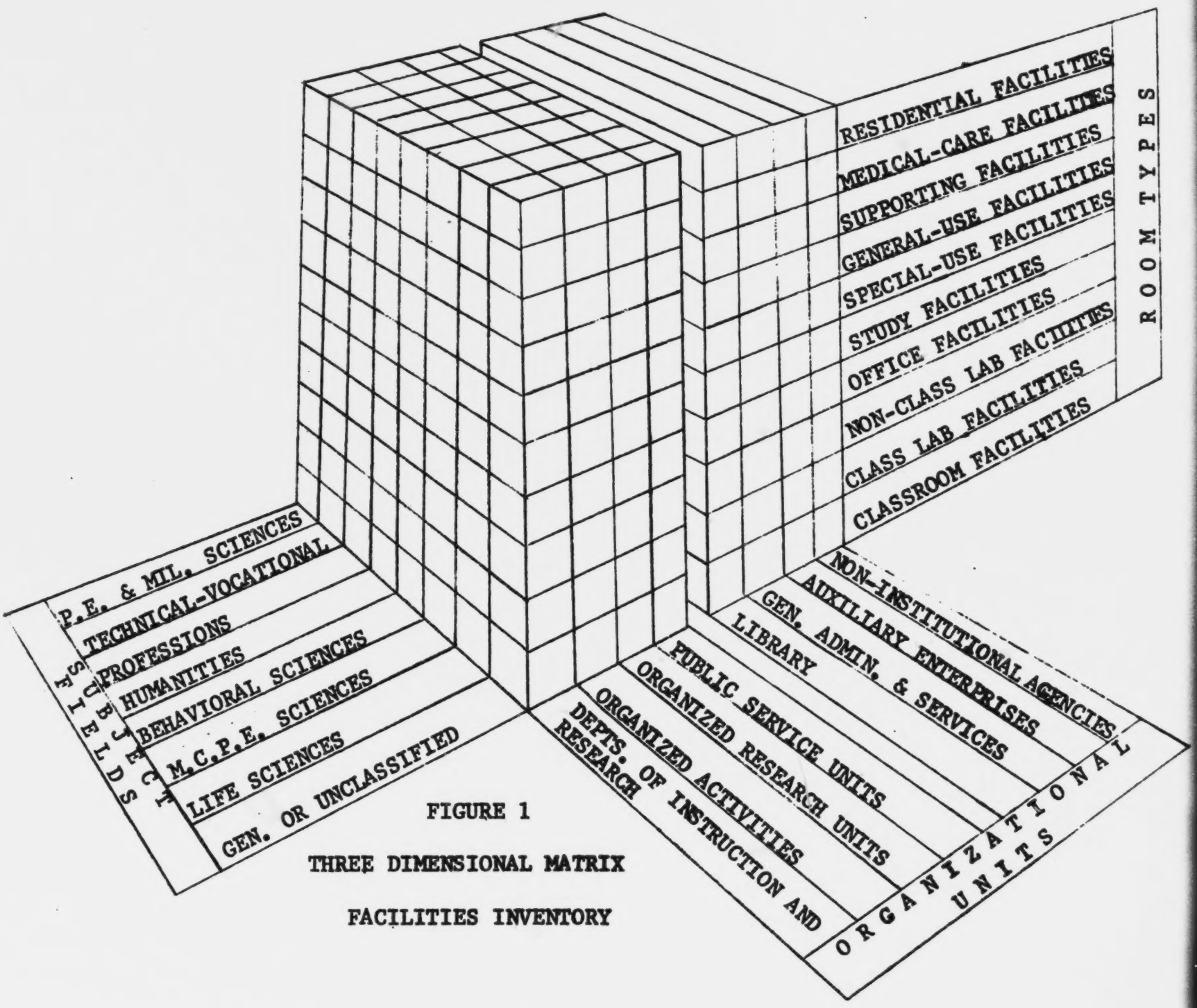

FIGURE 1

THREE DIMENSIONAL MATRIX

FACILITIES INVENTORY

education. The determination of future needs will require decisions concerning present building conditions as well as additional building plans. The study recognizes that program differences, traditions, and institutional affluence prevent very exact conclusions in respect to building conditions.

Three basic measures of building quality were used. First, institutional evaluation provided a summary of institutional plans which should reflect unique situations that affect building needs on each campus (Form 2, Appendix C).

Second, a uniform building rating system was applied to each building. This objective measure provided a rating for each building without reference to institutional needs, abilities, or plans. The system assumed a building quality determined solely by primary structure, secondary structure, and flexibility factors.

The exact point value and resulting implications of building quality depended, in part, on objective evaluation by institutional representatives. However, the detailed breakdown and guidelines for making these decisions should provide uniformity and considerable objectivity. The tentative list of building features and the value of each feature have resulted from discussion with a building specialist and reference to a number of published building quality studies. These features presented in Form 2, Appendix C, may be modified slightly after further architectural consultation. The L. D. Schmidt & Son firm has been retained as a consultant.

Third, a representative of the project staff will visit each campus after all report form data are reported. In addition to insuring that there has been no misunderstanding in the institutional reporting,

the staff member will rate the quality of each building on that campus. This third measure is necessary to accomplish a comparative evaluation of building conditions on West Virginia college and university campuses.

Space Utilization

The information provided on room data cards, including scheduling conditions, will allow realistic measures of current utilization of each room. The technique for measuring room utilization is described in the Space Factor Model, Figure 2.

$$\text{Room Space Factor} = \frac{\text{Assignable Square Feet}}{\text{Number of available stations} \times \text{Per Cent station utilization*} \times \text{Hours per week scheduled use}}$$

$$\text{*Per Cent Station Utilization} = \frac{\text{Actual student contact hours per week}}{\text{Number of available stations X hours per week scheduled use}}$$

FIGURE 2

SPACE FACTOR MODEL
Classroom, classroom--lab

The space factor model approach provides two major advantages not included in many methods. First, the composite measure reflects influences of the degrees of room space, class size, and hours of time utilization. Not only the measure of degree of space utilization but the specific source of the utilization measure is possible for each room type, organizational unit, and subject field.

Second, the formula design of the model and the existence of all information in computer storage enables detailed planning by computer simulation of any new condition.

An interpretation of calculated space factors will require standards or norms for comparison. The study will provide those standards (by room type, subject field, organizational unit, and institutional size and type) from the following sources: (1) optimum requirements for sound educational efficiency as provided by an architectural consultant, (2) normative data available from other state studies and (3) internal normative data generated by each institution and by all institutions in the state study.

Although the major advantages of the technique are in planning for optimum institutional space utilization, the model does measure existing conditions. With slight modifications the model will measure utilization of non-instructional space such as offices. (See Appendix E for space factor model variations.)

The term "station" as used in the model is defined as the total facilities necessary to accommodate one person at a given time (i.e., a seat, a desk and chair, a laboratory facility to accommodate one research worker). The time factor involved in analysis of instructional and research space is measured as "contact hours." The term "contact hours" is defined as actual number of hours per week during which a given room is occupied for scheduled activities related to the room function. A contact hour is usually a 50 minute institutional session counted as a full hour.

This measure disregards credit hour measures. Instructional contact hours will count only classes meeting as listed by the institution's official schedule. It is conceded that this approach does not recognize special room use associated with specific institutional programs, such as set-up time for labs and non-scheduled class meetings.

The methods employed in the West Virginia study are similar to the space utilization study techniques of numerous other current state studies. The basic approach with several modifications may be traced to original work by Russell and Doi[4] and Scott.[5]

Enrollments and Building Needs

The Comprehensive Planning Project will require uniform enrollment projections to serve as an initial factor in planning future building needs. Program changes and other conditions of change will necessarily influence later planning. However, the first-year project will base physical facility planning on projected enrollment change only, assuming unchanging conditions in program, faculty, etc.

Although the general enrollment projection techniques are planned, specific techniques to be used will depend partially on the nature of enrollment data reported by the institutions. Enrollment projections will begin with a "Cohort Survival"[6] projected number of West Virginia high school graduates to serve as a base eligible population. Out-of-state enrollment projections will use a national or regional college age population base. The elementary-secondary high school graduates projection has been completed at this point, and current college enrollment projections will be completed in the near future.

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[4]J. D. Russell & J. I. Doi, Manual for Studies of Space Utilization in Colleges and Universities, Prepared for and in Cooperation with the Committee on Enrollment Trends and Space Utilization of the American Association of Collegiate Registrars and Admissions Officers, Ohio University, Athens, Ohio, 1957.

[5]J. I. Doi & K. L. Scott, Normative Data on the Utilization of Instructional Space in Colleges and Universities, Prepared for and in Cooperation with the Sub-Committee on Space Utilization of the American Association of Collegiate Registrars and Admissions Officers, July, 1960.

[6]L. J. Lins, Methodology of Enrollment Projections for Colleges and Universities, AACRAO, 1960.

Standard regression analysis techniques will be employed to project institutional freshman enrollments from the eligible populations. In addition to population, an economic factor (personal income and financial aid to students) will be included in the projection techniques. The study group is presently developing a method by which freshman enrollments will yield a total enrollment projection using the Cohort Survival techniques.

Although the physical facilities planning techniques are designed to operate with total head-count enrollments, the study will provide equated full time enrollment projections necessary for later planning in other areas.

In addition to total enrollment projections, the study will provide a breakdown of enrollments by subject fields. Trend-line projections (least squares method) of historical numbers of graduates in subject fields will provide the basis for this information. The level of detail implied by subject field enrollment projections is necessitated by the variance in space requirement and utilization patterns among subject fields.

The present study will relate the current condition of space utilization to enrollment projections. It will be possible to indicate potential maximum enrollments with existing buildings and under various scheduling conditions.

The intention is to accomplish enrollment projections as realistically as possible the first year and to continue enrollment projection efforts over the three years of the Comprehensive Planning Project. Continued observation of enrollments and technique adjustments during a three year period should result in an acceptable basis for planning in this most difficult area.

SUMMARY

The primary importance of any information resulting from the methodology described in this report will be the degree of assistance provided each participating institution, in local planning and decision making, and the total system of higher education in West Virginia. As colleges grow in enrollment, physical size, and complexity of programs, formal planning for utilization of scarce resources becomes more critical. This planning is possible only through a beginning of comprehensive inventory and workable techniques for perpetuating that information flow. The several previous studies of West Virginia Higher Education have found one great obstacle in common. This is an absence of complete information on which to base conclusions. A real value of the present study may be found in its contribution to a state wide store of reliable information concerning higher education.

The Comprehensive Planning Project will also generate information concerning physical facility conditions, utilization, and future needs to assist the Commission on Higher Education in more equitably administering federal programs in these areas.

The following represents a partial list of information to be provided by the facilities study:

(1) Room-by-room inventory of assignable space classified by room type, subject field, and organizational unit.

(2) Objective measures of the quality and permanence of each building serving West Virginia higher education.

(3) Analysis of present space utilization as influenced by space, class size, and time utilization factors.

(4) Planning of physical facilities requirements through 1977 to provide for various conditions of projected enrollments and utilization.

(5) Various auxiliary reports directly related to the area of physical facilities for West Virginia higher education.

The Comprehensive Planning Project, during the first year, has ignored the influences of program, faculty, and budget conditions. These factors will be incorporated into the planning in subsequent years of the study and should modify the facilities planning done during the first year.

Many details of standard statistical techniques and computer programs already planned for the study methodology have not been presented in this initial report. The intention has been to provide information necessary to describe the general study approach and to assist institutional representatives in familiarizing themselves with the task prior to the August workshop.

Practically all data handling and analysis is planned for computer application. Necessary programs are being prepared using the COBOL programming language. The greatest volume of data will originate from Form 3, room inventory, which has been prepared as an Optical Mark Page. It was possible to machine read the institutional reports directly into punched cards and computer storage. The West Virginia University Computer Center, Ernest Jones, Director, has provided necessary computer facilities for the study.

Although final print-outs of the facilities inventory are not complete at this time, the sample listings (Appendix F) does indicate the kind of information being generated by the methodology. The listings represented by the sample pages have been returned to each institution for review and correction. The project staff is now processing the corrections.

Followup

The facilities inventory will be of maximum usefulness to both the State Commission and the inventoried institution only if the inventory is maintained on a current basis. To this end the West Virginia Commission on Higher Education is preparing inventory addition or change reporting forms (see Appendix G) to be supplied each institution for annual inventory reporting.

The State Commission has established a permanent inventory record and procedure for annual updating. An exact duplicate of the State Commission inventory records, on punched cards, is being supplied to each institution. This will allow the institution to maintain space inventory and analysis on a local level.

APPENDIX A

COMPREHENSIVE PLANNING PROJECT

INSTITUTIONAL REPRESENTATIVES

WEST VIRGINIA COLLEGES AND UNIVERSITIES

INSTITUTIONAL REPRESENTATIVES	COLLEGES AND UNIVERSITIES
Dr. E. E. Church (Leonard V. LoBello) Business Manager	Alderson-Broaddus College Philippi
Mr. Virgil Sarratt Assistant Vice-President	Beckley College Beckley
Mr. John Hoffman Assistant Business Manager	Bethany College Bethany
Mr. Donald Craft Registrar's Office	Bluefield State College Bluefield
Mr. Hobert D. Harvey Administrative Assistant to the President	Concord College Athens
Mr. Evan R. Kek Business Manager	Davis and Elkins College Elkins
Mr. Dwight Fowler Chairman, Department of Technical Industrial Education	Fairmont State College Fairmont
Mr. Beryl Langford Registrar	Glenville State College Glenville
Dr. John S. Montgomery President	Greenbrier College Lewisburg
Mr. Joseph S. Soto Vice-President of Business and Finance	Marshall University Huntington
Mr. Morris C. Leavitt	Morris Harvey College Charleston
Mr. Edward White Dean	Ohio Valley College Parkersburg
Mr. James Handlan Dean	Potomac State College Keyser
Mr. Fred Zinn Director of Physical Plant	Salem College Salem

Mr. Dennis Hiett Director of Physical Plant and Engineering	Shepherd College Shepherdstown
Dr. C. Robert Whiting Associate Dean	West Liberty State College West Liberty
Mr. James L. Duncan Comptroller and Business Manager	West Virginia Institute of Technology
Dr. Harrison H. Ferrell Coordinator of Institutional Studies	West Virginia State College Institute
Mr. Patton L. Nickell, Jr. Assistant Professor of Education and Registrar	West Virginia Wesleyan College Buckhannon
Mr. Doug Machesney Director of Institutional Research	West Virginia University Morgantown
Mr. Thomas P. McCarthy Registrar	Wheeling College Wheeling

APPENDIX B

WEST VIRGINIA COMMISSION ON HIGHER EDUCATION
COMPREHENSIVE PLANNING PROJECT

CLASSIFICATION AND DEFINITION MANUAL

B-1 ORGANIZATIONAL UNIT

B-2 SUBJECT FIELD

B-3 ROOM TYPE

APPENDIX B-1

STANDARD CLASSIFICATION OF ORGANIZATIONAL UNITS*

Code

1 DEPARTMENTS OF INSTRUCTION AND RESEARCH

Instruction and research activities organized by subject, department, division or school. Includes separately budgeted research which is organizationally part of an instruction-and-research department, irrespective of the sources of funds or other budgetary distinctions. (See also Category 3)

2 ORGANIZED ACTIVITY UNITS (RELATED TO INSTRUCTION AND RESEARCH)

Demonstration and practice schools for education departments; demonstration and practice homes for home-economics departments; teaching hospitals for medical schools; any other organizationally separate and physically identifiable units which are functionally related to departments of instruction and research, or to organized research units.

3 ORGANIZED RESEARCH UNITS

Research institutes, laboratories, etc., which are organizationally separate and physically identifiable, irrespective of the sources of funds. This category does not include research projects which are organizationally part of, and physically indistinguishable from, the other research activities in a department of instruction and research.

4 PUBLIC SERVICE UNITS

Extension, i.e., adult or continuing education, including agricultural extension, engineering extension, etc.; also any other organizationally separate public-service unit.

NOTE: Each organizational unit in the above categories is to be classified and independently coded in accordance with the Standard Classification of Subject Fields. The following categories of organizational units are not to be classified in terms of subject fields.

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*Taken from the following reference with minor modifications: Donovan Smith, Standard Classification of Organizational Units, unpublished Fourth Draft, (University of California, Berkeley, March 10, 1967).

5 LIBRARY

Main library and branches thereof, or equivalent, including subject-field libraries administered by the main library or otherwise professionally staffed, including law libraries and medical libraries, but not informal "departmental libraries" which are organizationally part of any units in Categories 1, 2, 3, or 4 above.

6 GENERAL ADMINISTRATION AND INSTITUTIONAL SERVICES

Any institutional unit the primary objective of which is the orderly planning and operation of the instructional, research, and/or public-service activities of the institution in terms of academic affairs, fiscal affairs, personnel, student affairs public relations, development, etc. (Note: This category is intended to include the institutional units ordinarily represented by the budget categories of General Administration, General Services, and Physical Plant).

7 AUXILIARY SERVICES

Institutional units which are characteristically represented by the types of physical facilities classified as General-Use Facilities (room-type codes in the 600 series) and/or Residential Facilities (room-type codes in the 900-series), except to the extent that those units support specific instructional, research, and/or public-service units. Includes intercollegiate athletics if organizationally separate and physically distinguishable from physical education, irrespective of budgetary classification in the institution's own records.

8 NON-INSTITUTIONAL AGENCIES

Public or private agencies which are not under the direct supervision or control of the institutional administration, irrespective of the degree of association with, or relationship to any institutional to, any institutional units. Includes any space owned by the institution and rented or leased to a non-institutional agency.

9 UNASSIGNED

Facilities within an inventoried building which are not assigned to, or are not available to, any institutional unit (or non-institutional agency) at the time of the facilities inventory.

APPENDIX B-2

STANDARD CLASSIFICATION OF SUBJECT FIELDS*

100 GENERAL OR UNCLASSIFIED FIELDS
- 110 GENERAL
- 120 PRORATED GENERAL

200 LIFE SCIENCES
- 210 BIOLOGICAL SCIENCES
- 220 AGRICULTURAL SCIENCES
- 230 HEALTH SCIENCES
  - 231 MEDICINE
  - 232 VETERINARY MEDICINE
  - 233 DENTISTRY
  - 234 NURSING
  - 235 PHARMACY
  - 236 PUBLIC HEALTH
  - 239 OTHER HEALTH SCIENCES
- 299 PRORATED LIFE SCIENCES

300 M.C.P.E. SCIENCES
- 310 MATHEMATICAL SCIENCES
- 320 COMPUTER SCIENCES
- 330 PHYSICAL SCIENCES
- 340 ENGINEERING SCIENCES
- 399 PRORATED M.C.P.E. SCIENCES

400 BEHAVIORAL SCIENCES
- 410 PSYCHOLOGY
- 420 SOCIAL SCIENCES
- 499 PRORATED BEHAVIORAL SCIENCES

500 HUMANITIES
- 510 FINE ARTS
- 520 LETTERS
- 599 PRORATED HUMANITIES

600 PROFESSIONS
- 610 ADMINISTRATIVE PROFESSIONS
- 620 EDUCATION
- 630 ENVIRONMENTAL DESIGN
- 640 HOME ECONOMICS
- 650 LAW
- 660 SOCIAL WORK
- 670 THEOLOGY
- 690 OTHER PROFESSIONS
- 699 PRORATED PROFESSIONS

700 TECHNICAL-VOCATIONAL FIELDS
- 705 AGRICULTURAL TECHNOLOGIES
- 710 APPAREL DESIGN OR FABRICATION
- 715 BUSINESS TECHNOLOGIES

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*Taken from the following reference with minor modifications: Donovan Smith, Standard Classification of Subject Fields, unpublished Fourth Draft, (University of California, Berkeley, March 10, 1967).

720 CONSTRUCTION TECHNOLOGIES

725 ENGINEERING & INDUSTRIAL TECH.

730 GRAPHIC ARTS TECHNOLOGIES

735 HEALTH TECHNOLOGIES

750 PUBLIC SERVICE TECHNOLOGIES

760 TRANSPORTATION TECHNOLOGIES

790 OTHER TECHNICAL-VOCATIONAL

799 PRORATED TECHNICAL-VOCATIONAL

800 PHYSICAL EDUCATION & MIL. SCIENCES

810 PHYSICAL EDUCATION

820 MILITARY SCIENCES

899 PRORATED P. E. & MIL. SCIENCE

See succeeding pages for definitions.

NOTE: All PRORATED subject field categories (codes ending in 99) basically used by a broad subject field category where no specific subject uses the room more than 25% of the scheduled time.

STANDARD CLASSIFICATION OF SUBJECT FIELDS

100 **GENERAL**

110 **GENERAL:** Identifiable but broader than any category below. Example: Interdisciplinary programs or new programs unrelated to subject areas listed.

120 **PRORATED GENERAL:** No subject field uses the room more than 25% of scheduled time during which the room is in use.

200 **LIFE SCIENCES**

210 **BIOLOGICAL SCIENCES:** Animal sciences, plant sciences, biochemistry biophysics, microbiology, etc., if not in an agricultural college or school, nor in a medical center, college or school. (See also 220 and 230.)

220 **AGRICULTURAL SCIENCES:** As above but in an agricultural college or school, including forestry but excluding agricultural economics, agricultural education, agricultural engineering, home economics, and veterinary medicine. (See also 232, 340, 420, 640, and 705.)

230 **HEALTH SCIENCES:** (Professional level; see also 735.)

231 **MEDICINE:** All basic medical sciences and clinical specialties.
232 **VETERINARY MEDICINE**
233 **DENTISTRY**
234 **NURSING**
235 **PHARMACY**
236 **PUBLIC HEALTH**
239 **OTHER HEALTH SCIENCES:** Osteopathy, podiatry, etc.

299 **PRORATED LIFE SCIENCE**

300 **M.C.P.E. SCIENCES** (Mathematical, Computer, Physical, and Engineering)

310 **MATHEMATICAL SCIENCES:** Excludes computing science if organizationally separate.

320 **COMPUTER SCIENCES:** Includes information and computing sciences.

330 **PHYSICAL SCIENCES:** Astronomy, including astrophysics, cosmology, radio astronomy, etc.; chemistry; environmental sciences, including atmospheric physics, earth sciences, meteorology, oceanography, paleontology, volcanology, etc.; physics; etc.

Standard Classification of Subject Fields -- continued

340 ENGINEERING SCIENCES: Aeronautical, astronautical, agricultural, architectural, ceramic, chemical, civil, construction, electrical, electronic, general, geological, geophysical, industrial, materials, mechanical, metallurgical, physical metallurgy, mineral, mining, mining geology, nuclear, petroleum, petroleum refining, sanitary, textile, transportation, and welding engineering; engineering mechanics, physics, and science; naval architecture and marine engineering; etc. (See also 725.)

399 PRORATED M.C.P.E. SCIENCES

400 BEHAVIORAL SCIENCES

410 PSYCHOLOGY

420 SOCIAL SCIENCES: Anthropology and archaeology; economics (only where a separate program from Business administration, see 610), including agricultural economics; geography, including physical geography; history, including history of science, technology, etc.; political science and government; sociology; etc., including area studies, i.e., interdisciplinary studies of geographically defined areas.

499 PRORATED BEHAVIORAL SCIENCES

500 HUMANITIES

510 FINE ARTS: Art; drama, including cinematography, radio and television, and theater arts; music, including both musicology and performance; other fine arts, including dance. (See also 730.)

520 LETTERS: English language and literature; foreign languages and literature; folklore, linguistics, philology, etc.; philosophy; religion, e.g., comparative religion (but see also 670); speech if not primarily dramatic arts; journalism if not a professional school (see also 690.)

599 PRORATED HUMANITIES

600 PROFESSIONS (Professional schools not included above.)

610 ADMINISTRATIVE PROFESSIONS: Business administration, (Including economics, institutional administration, public administration, etc. and Business Tech. where not a separate program.) (See also 715)

620 EDUCATION: Includes agricultural education, business education, etc.

630 ENVIRONMENTAL DESIGN: Architecture, landscape architecture, urban and regional planning, etc.

640 HOME ECONOMICS: Includes departments which are not in a professional school; includes departments of agricultural colleges.

650 LAW

660 SOCIAL WORK

670 THEOLOGY: Includes all instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs such as the Higher Education Facilities Act of 1963 and subsequent related legislation.

690 OTHER PROFESSIONS: Criminology, journalism, library science, mortuary science, museum curatorship, etc.

699 PRORATED PROFESSIONS

700 TECHNICAL-VOCATIONAL FIELDS

705 AGRICULTURAL TECHNOLOGIES

710 APPAREL DESIGN OR FABRICATION TECHNOLOGIES

715 BUSINESS TECHNOLOGIES: Accounting, advertising, cosmetology, data processing, hotel, motel, and restaurant operation, insurance, physical distribution, retailing, sales, secretarial, and other business technologies. (See 420, 610.)

720 CONSTRUCTION TECHNOLOGIES: Air conditioning and heating, cabinet making, carpentry, construction electricity, forest products, sheet metal, etc.

725 ENGINEERING AND INDUSTRIAL TECHNOLOGIES: Architectural, chemical, civil, drafting and design, electrical, electronic, industrial, mechanical, and other engineering and industrial technologies.

730 GRAPHIC ARTS TECHNOLOGIES: Commercial art and advertising design, photography, printing, technical illustration, and other graphic-arts technologies.

735 HEALTH TECHNOLOGIES: Clinical laboratory technician, dental auxiliary (dental assistant, dental hygienist, dental technologist, etc.), food-service supervisor, inhalation therapist, vocational nurse, psychiatric aide, ward manager, x-ray technologist, etc.

750 PUBLIC SERVICE TECHNOLOGIES: Fire protection, law enforcement, library assistant, teaching aide, urban-planning assistant, etc.

760 TRANSPORTATION TECHNOLOGIES: Automotive, aviation, heavy truck, and other transportation technologies.

790 OTHER TECHNICAL-VOCATIONAL FIELDS

799 PRORATED TECHNICAL-VOCATIONAL

800 PHYSICAL EDUCATION AND MILITARY SCIENCES

810 PHYSICAL EDUCATION: Includes health and recreation education as in "HPER" departments; excludes intercollegiate athletics if organizationally separate.

820 MILITARY SCIENCES: Air and Aerospace R.O.T.C., Army R.O.T.C., Navy R.O.T.C., and the equivalent.

899 PRORATED P. E. AND MILITARY SCIENCE

APPENDIX B-3

STANDARD CLASSIFICATION OF TYPE OF ROOM*

100 CLASSROOM FACILITIES

- 110 Classroom
- 115 Classroom Service

200 LABORATORY FACILITIES

- 210 Class Laboratory
- 215 Class Laboratory Service
- 220 Special Class Laboratory
- 225 Special Class Laboratory Service
- 230 Individual Study Laboratory
- 235 Individual Study Laboratory Service
- 250 Non-Class Laboratory
- 255 Non-Class Laboratory Service

300 OFFICE FACILITIES

- 310 Office
- 315 Office Service
- 350 Conference Room
- 355 Conference Room Service

400 STUDY FACILITIES

- 410 Study Rooms
- 420 Stack
- 430 Open-Stack Reading Rooms
- 440 Library Processing Rooms
- 455 Study Facilities Service

500 SPECIAL-USE FACILITIES

- 510 Armory Facilities
- 515 Armory Facilities Service

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*Taken from the following reference with minor modifications: Harold Dahnke, Type of Room Classification, unpublished Third Draft, (Michigan State, East Lansing, 1967) (Mimeographed).

520 Athletic-Physical Education Facilities
523 Athletic Facilities Spectator Seating
525 Athletic-Physical Education Facilities Service

530 Audio-Visual, Radio TV Facilities
535 Audio-Visual, Radio TV Facilities Service

540 Clinic Facilities (Non Medical)
545 Clinic Facilities Service (Non-Medical)

550 Demonstration Facilities
555 Demonstration Facilities Service

560 Field-Service Facilities

590 Other Special-Use Facilities
595 Other Special-Use Facilities Service

600 GENERAL-USE FACILITIES

610 Assembly Facilities
615 Assembly Facilities Service

620 Exhibition Facilities
625 Exhibition Facilities Service

630 Food Facilities
635 Food Facilities Service

640 Health Facilities (Student)
645 Health Facilities Service (Student)

650 Lounge Facilities
655 Lounge Facilities Service

660 Merchandising Facilities
665 Merchandising Facilities Service

670 Recreation Facilities
675 Recreation Facilities

690 Other General-Use Facilities
695 Other General-Use Facilities Service

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities
715 Data Processing-Computer Facilities Service

720 Shop Facilities
725 Shop Facilities Service

73C Storage Facilities
735 Storage Facilities Service

740 Vehicle Storage
745 Vehicle Storage Service

790 Other Supporting Facilities
795 Other Supporting Facilities Service

800 MEDICAL CARE FACILITIES

810 Human Hospital-Clinic Facilities
815 Human Hospital-Clinic Facilities Service

820 Human Hospital-Patient Care Facilities
825 Human Hospital-Patient Care Facilities Service

840 Dental Clinic Facilities
845 Dental Clinic Facilities Service

850 Veterinary Hospital-Clinic Facilities
855 Veterinary Hospital-Clinic Facilities Service

860 Veterinary Hospital-Animal Care Facilities
865 Veterinary Hospital-Animal Care Facilities Service

900 RESIDENTIAL FACILITIES

910 Residence for Single Persons

920 One-Family Dwelling

930 Multiple Family Dwelling

940 Central Food Stores

950 Central Laundry

999 PRORATE

081 INACTIVE

082 ALTERATION OR CONVERSION

083 UNFINISHED

See succeeding pages for definitions

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes which do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally referred as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A Classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A Classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does NOT include conference rooms, auditoriums, or class laboratories. Conference rooms are distinguished from seminar rooms on the basis of primary use; a room with tables and chairs which is used primarily for meetings (as opposed to classes) is a Conference Room. Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an Assembly Facility (i.e., an auditorium normally used for other than scheduled classes). Class laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment, (instructional) shop equipment, etc., which is used for instructional purposes is a Class Laboratory.

115 Classroom Service

Definition: A room which directly serves a Classroom as an extension of the activities of the Classroom.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve a classroom and are separated from the classroom.

Limitations: This category does NOT include projection rooms, cloak rooms, preparation rooms, closets, and storage, if such rooms serve laboratories, conference rooms, assembly facilities, etc. A projection booth in an auditorium is classified as Assembly Facilities Service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in regularly scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms IF they are used primarily for group instruction in regularly scheduled classes.

Limitations: This category does NOT include laboratory rooms which serve as individual (or independent) study rooms (see 230 and 410). It does NOT include laboratories used for group instruction which are informally or irregularly scheduled (see 220). This category does NOT include rooms generally referred to as research laboratories (see 250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

215 Class Laboratory Service

Definition: A room which directly serves a Class Laboratory as an extension of the activities of the class laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, which serve a Non-Class Laboratory.

220 Special Class Laboratory

Definition: A room used by informally (or irregularly) scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design and/or equipment in such a room normally precludes its use for other areas of study. Special Class Laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc.

Limitations: This category does NOT include Class Laboratories (210), individual study rooms (230 and 410), nor research laboratories (250). It does NOT include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities which are included under SPECIAL-USE FACILITIES.

225 Special Class Laboratory Service

Definition: A room which directly serves a Special Class Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Special Class Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Individual Study Laboratories, or Non-Class Laboratories.

230 Individual Study Laboratory

Definition: A room especially equipped and/or designed for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms which serve a particular subject-matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does NOT include individual study facilities which are intended for general study pruposes. Study facilities not related to a specific area of study are classified as Study Rooms (410).

235 Individual Study Laboratory Service

Definition: A room which directly serves an Individual Study Laboratory as an extension of the activities in such a facility.

Description: Included in this category are rooms which serve Individual Study Laboratories.

Limitations: This category does NOT include rooms which serve Class Laboratories, Special Class Laboratories, Non-Class Laboratories, or Study Facilities Service.

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-office.

Limitations: This category does NOT include rooms generally referred to as teaching laboratories; see Class Laboratory, Special Class Laboratory, and Individual Study Laboratory, above.

255 Non-Class Laboratory Service

Definition: A room which directly serves a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which

Limitations: This category does NOT include balance rooms, cold rooms, stock rooms, dark rooms, animal rooms, greenhouses, etc., which serve a Class Laboratory, a Special Class Laboratory, or an Individual Study Laboratory.

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Also included in this category is a Studio (music, art, etc.) if such a room serves as an office for a staff member. (A Studio intended to serve a group of students is classified as Class Laboratory). An Office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets.

Limitations: This category does NOT include rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Non-Class Laboratory. Note that this distinction rests on equipment rather than function. It is recommended that those rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category. However, an appropriate proration to Office and Non-Class Laboratory may be made for such rooms. Large rooms, such

as glass shops, printing shops, reading rooms, research laboratories, etc., which have a desk space for a technician or staff member are classified according to the primary purpose of the room rather than office.

315 Office Service

Definition: A room which directly serves an office (or group of offices) as an extension of the activities in an office.

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms. Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities.

Limitations: This category does NOT include centralized mimeograph and printing shops.

350 Conference Room

Definition: A room used by non-class groups for meetings.

Description: A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such Classroom Facilities as seminar rooms, lecture rooms, and general classrooms, because it is used primarily for activities other than (scheduled) classes.

Limitations: This category does NOT include classrooms, seminar rooms, lecture rooms, auditoriums, interview rooms, or lounges.

355 Conference Room Service

Definition: A room which directly serves a Conference Room as an extension of the activities of the Conference Room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does NOT include kitchens, dining rooms, and similar facilities in a centralized conference-type building. (Dining Rooms open to the student body at large and/or the public are categorized as Food Service Facilities).

400 STUDY FACILITIES

410 Study Room

Definition: A room used to study books or audio-visual materials on an individual basis.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms, which are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a Study Room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430).

Limitations: This category does NOT include Individual Study Laboratories. An Individual Study Laboratory is limited in use to a particular area of study, while a Study Room is intended for general study (or a broad area of study). This Special Class Laboratories, Non-Class Laboratories, Offices, combined sleeping-study rooms in residence halls or other housing units, waiting rooms, or lounges.

420 Stack

Definition: A room (or portion of a room) used to provide shelving for books or audio-visual materials used by staff and/or students on an individual basis.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430).

Limitations: This category does NOT include book-shelf space in Classrooms, Laboratories, or Offices. Audio-visual film and tape libraries which generally serve groups (rather than Individuals) are classified as AV-Radio TV Facilities. Separate tape storage rooms for language laboratories should be classified as Laboratory Service. Separate rooms containing musical scores, records, and tapes are classified as Stack if the primary purpose of the materials is for instruction or research (as in a Library or Music Building). Rooms containing such materials and intended for listening enjoyment (as in a Student Union) should be classified as Recreation Facilities Service. Stacks serving Non-Class Laboratories should be classified as Non-Class Laboratory Service.

430 Open-Stack Reading Room

Definition: A room which is a combination of Study Room and Stack, generally without physical boundaries between the stack areas and the study areas.

Description: Included in this category are rooms generally referred to as open-stack reading rooms.

Limitations: This category would NOT be used if the area of an open-stack reading room can be prorated to Study Room and Stack at the time a physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under Study Room (410) and Stack (420).

440 Library Processing Rooms

Definition: A room which serves a Study Room, Stack, or Open-Stack Reading Room as a supporting service to such rooms.

Description: Included in this category are rooms generally referred to as card catalog, circulation desk, bookbinding, microfilm processing, and audio-visual record-playback equipment for distribution to individual study stations.

Limitations: This category does NOT include such library spaces as: offices for staff (which are classified as Offices); acquisitions work areas (which are classified as Offices); campus-wide or centralized audio-visual preparation areas, bookbinding, and microfilm processing areas (which are classified as Shops); instructional facilities for Library Science staff (which are classified as Classrooms, Class Laboratories, Special Class Laboratories, Offices, or other appropriate designations.

455 Study Facilities Service

Definition: A room which directly serves a Study Room, Stack, Open-Stack Reading Room, or Library Processing Room as a direct extension of the activities in such rooms.

Description: Other categories in these TYPE OF ROOM DEFINITIONS have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of Study Facilities Service is provided for all types of STUDY FACILITIES. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does NOT include card catalogs, circulation desks, and other areas designated under Library Processing Rooms (440).

500 SPECIAL-USE FACILITIES

510 Armory Facilities

Definition: A room (or area) used by ROTC units.

Description: This category includes indoor drill areas, rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms, Class Laboratories, and Offices in an Armory are designated as classrooms, Class Laboratories, and Offices.

515 Armory Facilities Service

Definition: A room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description: This category includes supply rooms, weapons rooms, etc.

Limitations: Classroom Service, Class Laboratory Service, and Office Service rooms are so classified even though they are located in an Armory.

520 Athletic-Physical Education Facilities

Definition: A room (or area) used by students, staff, or the public for athletic activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No distinction is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. (Institutions which wish to study the utilization of such facilities will need to further subdivide this category). This category does NOT include Classrooms, Laboratories, or Offices even though located in an Athletic building. This category does NOT include the spectator seating area associated with athletic facilities (see below). It does NOT include outside fields, tennis courts, archery ranges, etc.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, natatoria, and stadia.

Limitations: This category does NOT include temporary or moveable-seating areas.

525 Athletic-Physical Education Facilities Service

Definition: A room which directly serves an Athletic-Physical Education Facility as an extension of the activities in such a facility.

Description: Included in this category are rooms generally referred to as locker rooms, shower rooms, coaches rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does NOT include public toilet rooms.

530 Audio-Visual, Radio, TV Facilities

Definition: A room or group of rooms used in the production and distribution of instructional media.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

535 Audio-Visual, Radio, TV Facilities Service

Definition: A room which directly serves an Audio-Visual, Radio, or TV Facility as an extension of the activities in such facilities.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, video tape recorder room, property storage, recording rooms, and engineering maintenance rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as Class Laboratories (if scheduled) or Class Laboratory Service (if not scheduled).

540 Clinic Facilities (Non-Medical)

Definition: A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does NOT include clinics associated with student health care. It does NOT include clinics for the medical or dental treatment of humans or animals.

545 Clinic Facilities Service (Non-Medical)

Definition: A room which directly serves a Clinic as an extension of the activities in a Clinic.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar

Limitations: This category does NOT include rooms which serve Medical Care Facilities.

550 Demonstration Facilities

Definition: A room (or group of rooms) used to practice the principles of certain subject-matter areas, particularly teaching and home management.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., IF the facilities support the training of the college-level students involved as (certified) teachers. This category includes home management houses which serve to train college-level students in home management.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as Non-Class Laboratory. Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or pre-school nursery) will NOT be classified as Classroom, Class Laboratory, Office, etc., but rather as Demonstration Facilities. However, Classrooms or Class Laboratories in such facilities used primarily for collegiate level students should be classified as Classrooms or Class Laboratories. Offices and Conference Rooms used by collegiate level staff should be designated Offices and Conference Rooms.

555 Demonstration Facilities Service

Definition: A room which directly serves a Demonstration Facility as an extension of the activities of the Demonstration Facility.

Description: Included in this category are facilities generally referred to as store rooms, laundry, etc. (in a demonstration facility) and kitchen, lockers, shower rooms, etc. (in a laboratory school).

Limitations: The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house) or classroom, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

560 Field-Service Facilities

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.

Description: Field-Service Facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area.

Limitations: Location of a building is NOT sufficient justification for classification as a Field-Service Facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as Non-Class Laboratories.

590 Other Special-Use Facilities

A category of last resort.

595 Other Special-Use Facilities Service

A category of last resort.

600 GENERAL-USE FACILITIES

610 Assembly Facilities

Definition: A room designed and equipped for dramatic, musical, devotional, or livestock judging activities.

Description: This category includes rooms generally referred to as theatres, auditoriums, concert halls, arenas, chapels, and (livestock), judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in Assembly Facilities.

Limitations: Assembly rooms are NOT primarily used for instructional purposes (see Classroom Facilities).

615 Assembly Facilities Service

Definition: A room which directly serves an Assembly Facility as an extension of the activities of such a facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are non-assignable space classified as Circulation space.

620 Exhibition Facilities

Definition: A room used for exhibits.

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Study collections NOT primarily for general exhibition such as departmental displays of anthropological, botantical, or geological specimens should be classified under an appropriate Laboratory Facility category.

625 Exhibition Facilities Service

Definition: A room which directly serves an Exhibition Facility as an extension of the activities in such a facility.

Description: This category includes work rooms, for the preparation of materials and displays, vault or other storage for works of art, check rooms, etc.

Limitations: Research areas in a museum are classified as Non-Class Laboratories or Non-Class Laboratory Service.

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas.

Limitations: This category is limited to facilities which are open to the student body and/or public at large. Dining halls in residence halls (or separate facilities serving a group of residence halls) are classified as Residential.

635 Food Facilities Service

Definition: A room which directly serves a Food Facility as an extension of the activities in such a facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving areas, and other non-dining areas.

Limitations: This category is limited to service areas in which the Food Facility is open to the student body and/or public at large. Service areas to Food Facilities in a residence hall (or a facility serving a group of residence halls) are classified as Residential.

640 Health Facilities (Student)

Definition: A room used for the medical examination or treatment of students.

Description: This category includes examination rooms, bedrooms, surgery rooms, clinics, etc.

Limitations: This category does NOT include such clinics as speech and hearing clinics, psychology clinics, and similar instructional and/or research facilities. Teaching hospitals for students in Human or Veterinary Medicine are NOT included. Incidental use of a Health Facility by staff members may occur.

645 Health Facilities Service (Student)

Definition: A room which directly serves a Health Facility (Student) as an extension of the activities in such a facility.

Description: Included in this category are such rooms as dispensaries, record rooms, waiting rooms, clinical laboratories, scrub-up rooms, linen closets, etc.

Limitations: This category does NOT include service rooms for teaching clinics or teaching hospitals.

650 Lounge Facilities

Definition: A room used for rest and relaxation.

Description: A lounge is typically equipped with upholstered furniture, draperies, and/or carpeting.

Limitations: A lounge is distinguished from a Conference Room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Mechanical Area.

655 Lounge Facilities Service

Definition: A room which directly serves a Lounge, such as a kitchenette.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, shops, post offices, dairy stores, student union "desks," and motel-hotel rooms.

Limitations: This category does NOT include dining rooms, restaurants snack bars, and similar Food Facilities. It does NOT include meeting rooms which are classified as Conference Rooms.

665 Merchandising Facilities Service

Definition: A room which directly serves a Merchandising Facility as an extension of the activities in that room.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, linen rooms, laundry rooms, valet service, and private toilets.

Limitations: This category does NOT include public toilet rooms.

670 Recreation Facilities

Definition: A room used by students (staff and/or the public) for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non-instructional) music listening rooms, and hobby rooms.

Limitations: This category does NOT include gymnasiums, courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses, which should be classified as Athletic-Physical Education Facilities. It does NOT include outside facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Facilities Service

Definition: A room which directly serves a Recreation Facility as an extension of such a facility.

Description: This category includes storage closets, equipment issue rooms, cashiers desk, and similar areas.

Limitations: This category does NOT include kitchens, short-order kitchens, snack bars, or other Food Facilities. It does NOT include Athletic-Physical Education Facilities Service areas.

690 Other General-Use Facilities

A category of last resort.

695 Other General-Use Facilities Service

A category of last resort.

700 SUPPORTING FACILITIES

710 Data Processing-Computer Facilities

Definition: A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does NOT include rooms containing desk calculators, posting-billing machines, check-writing machines, and similar Office or Office Service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office NOT be prorated to this category. A data processing facility used only for instruction should be jointly classified as a Class Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in this category. (Note that the allocation or proration of facilities recorded in this category to "instruction," "research," "public service," "library," "general administration," etc., can be accomplished separately by the classification of FUNCTION; i.e., independently of this room-type classification).

715 Data Processing-Computer Facilities Service

Definition: A room which directly serves a Data Processing-Computer Facility as an extension of the activities of that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, tape storage vaults, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does NOT include offices for data processing personnel which should be classified as Offices.

720 Shop Facilities

Definition: A room used for the manufacture or maintenance of products and equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops, central receiving, and central stores.

Limitations: This category does NOT include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as Class Laboratories. Highly specialized shops for the production of scientific apparatus and equipment should be classified as Laboratory Service (Class Laboratory Service or Non-Class Laboratory Service). Materials preparation areas in Audio-Visual, Radio, TV Facilities. Maintenance and repair areas of vehicles, airplanes, boats, etc., should be classified as Vehicle Storage Service. Engineering drafting rooms serving

the physical plant operation are classified as Offices. Blueprint storage rooms are classified as Office Service.

725 Shop Facilities Service

Definition: A room which directly serves a Data Processing-Computer Facility as an extension of the activities of that facility.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar non-public areas should be included.

Limitations: This category does NOT include service areas related to Class or Non-Class Laboratories. It does NOT include vehicular repair facilities ("garages") which are classified as Vehicle Storage Service. Blueprint storage rooms should be classified as Office Service. Public toilets are NOT included.

730 Storage Facilities

Definition: A room used to store materials.

Description and Limitations: Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as Office Service. The distinction between a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "Service" category.

735 Storage Facilities Service

Definition: A room which directly serves a Storage Facility.

740 Vehicle Storage

Definition: A room (or structure) which is used to store vehicles.

Description: This category includes rooms (or structures) generally referred to as garages, boat houses, airport hangars, parking ramps, and other storage areas for vehicles (broadly defined).

Limitations: This category does NOT include portions of barns or similar Field-Service Facilities which are used to house farm implements.

745 Vehicle Storage Service

Definition: A room (or structure) used to service vehicles.

Description: This category includes any area associated with a Vehicle Storage facility which is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does NOT include service areas which serve building maintenance and repair which are classified as Shop Facilities.

790 Other Supporting Facilities

A category of last resort.

795 Other Supporting Facilities Service

A category of last resort.

800 MEDICAL CARE FACILITIES

Note: This category does NOT include student health care facilities.

This category does NOT include non-medical clinic facilities.

810 Human Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of humans as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, operating rooms, x-ray rooms, physical therapy rooms, delivery rooms, labor rooms, recovery rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day. It also includes such clinics as medical, surgical, obstetric-gynecology, pediatric, psychiatric, otorhinolaryngology, and ophthalmology. Physical and occupational therapy clinics associated with a hospital are also included.

Limitations: Human Hospital-Clinic Facilities are distinguished from Human Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such facilities. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient Care Facilities such as bedrooms, wards, etc., serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include Student Health Care Facilities, Non-Medical Clinics, Classrooms, Class Laboratories, Special Class Laboratories, Offices, Study Facilities, Shops, Merchandising Facilities, and similar rooms which can be otherwise classified.

This category does NOT include Dental Clinics.

815 Human Hospital-Clinic Facilities Service

Definition: A room which serves a Human Hospital-Clinic Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, control rooms, isotope vaults, animal rooms supporting diagnostic functions, and similar rooms which support clinical facilities, but which the patient does not normally enter.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinical facilities not normally entered by patients are classified as Clinic Facilities Service.

820 Human Hospital-Patient Care Facilities

Definition: A room which provides a bed for patients in a hospital.

Description: This category includes rooms generally referred to as bedrooms, wards, nurseries, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 810 for basis of distinction). This category does NOT include Patient Care Facilities in a Student Health Center. It does NOT include Non-Medical Clinics.

825 Human Hospital-Patient Care Facilities Service

Definition: A room which serves a Patient Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as nurses stations, charting rooms, tub rooms, medication rooms, nourishment rooms, formula rooms, and food service facilities for patients.

Limitations: This category does NOT include facilities which support student health care facilities, nor does it include Clinic Service Facilities.

840 Dental Clinic

Definition: A room used for the dental examination and/or treatment of humans.

Description: This category includes rooms generally referred to as dental clinics.

Limitations: This category does NOT include Medical Clinics.

845 Dental Clinic Service

Definition: A room which serves a Dental Clinic as a direct extension of the activities in such a room.

Description: This category includes supporting laboratory services and other facilities which serve a Dental Clinic.

Limitations: Dental Clinic Service rooms are generally NOT entered by patients.

850 Veterinary Hospital-Clinic Facilities

Definition: A room used for the medical examination and/or treatment of animals as inpatients or outpatients.

Description: This category includes rooms generally referred to as examination rooms, surgery rooms, x-ray rooms, and similar facilities which are (or may be) used in the examination and/or treatment of several patients within the course of a day.

Limitations: Veterinary Hospital-Clinic Facilities are distinguished from Veterinary Hospital-Patient Care Facilities primarily on the basis of the length of time which a patient spends in such a facility. Clinic Facilities such as examination rooms, operating rooms, etc., are capable of serving many patients in the course of a day. Patient care Facilities serve as a "home base" for a patient for a relatively long period of time.

This category does NOT include surgery rooms and similar facilities which serve as preparation areas for Class Laboratories or Non-Class Laboratories. Such rooms are classified as Service Facilities to such laboratories.

855 Veterinary Hospital-Clinic Facilities Service

Definition: A room which serves a Clinic Facility as a direct extension of the activities in such a facility.

Description: This category includes rooms generally referred to as clinical laboratories, pharmacy, radium storage, scrub-up rooms animal rooms used for diagnostic purposes, etc.

Limitations: Clinic Facilities are distinguished from Clinic Facilities Service on the basis of the presence of patients. Rooms which patients enter for examination and/or treatment are Clinic Facilities. Supporting clinic facilities not normally entered by patients are classified as Clinic Facilities Service.

860 Veterinary Hospital-Animal Care Facilities

Definition: A room which provides a cage or stall for animal patients.

Description: This category includes rooms generally referred to as animal rooms, stalls, wards, and similar rooms.

Limitations: This category does NOT include Clinic Facilities. (See Limitations in category 850 for basis of distinction). Animal rooms, stalls, wards, etc., which house animals intended for use in Class Laboratories, Non-Class Laboratories, or Human Hospital Clinic Facilities, are classified as Service areas to such rooms.

865 Veterinary Hospital-Animal Care Facilities Service

Definition: A room which serves an Animal Care Facility as a direct extension of the activities in such a room.

Description: This category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities.

Limitations: This category does NOT include facilities which directly serve animal-care facilities associated with Class Laboratories, Non-Class Laboratories, or Human Hospital-Clinic Facilities.

900 RESIDENTIAL FACILITIES

910 Residence for Single Persons

Definition: A residence designed for unmarried persons.

Description: This category includes all bedrooms, non-public bathrooms, dining halls, kitchens, laundry rooms, pressing rooms, and storage rooms in a residence for unmarried persons.

Limitations: Rooms in a residence hall which serve primarily as classrooms should be classified as Classrooms. Offices for staff members should be classified as Offices. Study rooms (for general student use, not areas which are part of bedrooms) should be classified as Study Rooms.

920 One-Family Dwelling

Definition: A house provided for one family.

Description: This category includes houses provided for, or rented to staff (or students).

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

930 Multiple-Family Dwelling

Definition: A duplex house or apartment building for more than one family.

Description: This category includes student and faculty apartment buildings and duplex houses rented to staff and/or students.

Limitations: This category does NOT include investment properties which may be rented to non-institutional personnel.

940 Central Food Stores

Definition: A central facility for the processing and storage of foods used in Residence Facilities and Food Facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a Central Food Stores building.

Limitations: Offices and conference rooms located in a Central Food Stores building are classified as Offices and Conference Rooms. Food storage areas, freezers, lockers, etc., NOT located in a Central Food Stores building are classified as Food Facilities Service.

950 Central Laundry

Definition: A central facility for washing, drying, and ironing of linens, uniforms, and other institutional material.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a Central Laundry.

Limitations: Offices and conference rooms located in a Central Laundry are classified as Offices and Conference Rooms. Laundry rooms, drying rooms, ironing rooms, etc., NOT located in a Central Laundry are classified as Residential Facilities or as a Service facility to whatever type of space they serve.

999 PRORATE

Definition: A category of last resort to be used when a room fits in none of the above categories.

081 INACTIVE: Rooms or other assignable floor areas which are available for assignment, but which are unassigned at the time of the facilities inventory.

082 ALTERATION OR CONVERSION: Room or other assignable floor areas which are temporarily out of use because they are under alteration or conversion (or rehabilitation) at the time of the facilities inventory.

083 UNFINISHED: Rooms or other assignable floor areas in new buildings, or in new additions to existing buildings, which are unfinished at the time of the facilities inventory.

APPENDIX C

THE WEST VIRGINIA COMMISSION ON HIGHER EDUCATION
COMPREHENSIVE PLANNING PROGRAM

DATA COLLECTION FORMS

1 -- Institution Inventory

1-A Buildings Excluded from Inventory

2 -- Building Inventory

3 -- Room Inventory

INSTITUTION INVENTORY FORM 1

WEST VIRGINIA COMMISSION ON HIGHER EDUCATION
COMPREHENSIVE PLANNING PROJECT

INSTITUTION_____ REPRESENTATIVE_____ DATE_____

I. List buildings or space that will not be included in space inventory. For each building or space listed below, complete a Form 1-A.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

If more room is needed, use reverse side of form.

II. PERSONNEL (Total Institution)

CATEGORY	NUMBER		
	Full-Time	Part-Time	Equated Full-Time*
A. Professional Administrative Officers and Librarians			
B. Clerical			
C. Custodial-Maintenance			
D. Cafeteria			
E. Book Store			
F. Student Center			
G. Residence Halls			
H. Other Auxiliary Services			
I. Instructional and Research			

SUBJECT FIELDS

Instructors Full Time						
Instructors Part Time						
Instructors Equated Full-Time*						

*Attach a statement explaining the method used in determining "equated full-time."

III. STUDENTS

A. Enrollment: (September 30)

Category	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967
Freshmen Full-Time																		
Freshmen Part-Time																		
Total Undergraduates Full-Time																		
Total Undergraduates Part-Time																		
Total equated Full-Time Undergraduates																		
Total Graduate Students																		

B. Graduates (Baccalaureate Degrees or Less) (Total Year Ending June 30)

Graduates by Subject Area	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967
General or Unclassified																		
Life Sciences																		
M.C.P.E. Sciences																		
Behavioral Sciences																		
Humanities																		
Professions																		
Technical and Vocational																		
P. E. and Military																		

INSTITUTION INVENTORY INSTRUCTIONS FORM 1

Item I. The only buildings or space used by the institution and included in Item I will be buildings or space over which the institution does not have complete control or ability to basically alter in physical form or use. Space not presently or eventually owned by the institution will be included in Item I. If space will, under existing agreements, become property of the institution at any time in the future it will not be included in Item I.

Item II. Personnel categories are to be defined according to the institution's budgeting category or the personnel definitions used in the U.S.O.E. Higher Education General Information Survey.

Item II.-H Instructional and research personnel are to be reported by subject fields. Subject field classifications and definitions are found in the Classification and Definition Manual.

Item III.-A Freshmen enrollments represent all students classified by the institutions as "Freshmen" and enrolled during the semester reported.

Full-Time: Students enrolled in 12 or more semester hours during a semester.

Equated Full-Time: Divide total semester hours taken by part-time students by 12 to get equivalent full-time students during a semester.

Total graduate students will be reported by the two universities only and will represent a total head count of graduate students.

Item III.-B Graduates should include all students graduating during the year, including the summer preceding the academic year. The subject area classifications will follow the definitions presented in the Classification and Definition Manual. Do not include graduate degrees. Count Baccalaureate degrees or less (Associate Degrees or other completions of terminal programs).

BUILDINGS EXCLUDED FROM INVENTORY FORM 1-A

1. Building Name_____

2. Age of Building (years)_____

3. Net assignable square feet or alternate measure_____

4. Present general use_____

5. Future general use_____

6. General physical condition of building or space: (Check one)

   A. Good ☐

      Suitable for present use with only normal maintenance to 1977.

   B. Poor ☐

      Inadequate or temporary suitability only. Will require major alteration or rennovation for continued use to 1977.

7. Will the building or space continue to be used by the institution until 1977: (Check One)

   Yes ☐ No ☐

   Uncertain ☐

INSTITUTION INVENTORY INSTRUCTIONS FORM 1-A

Complete one Form 1-A for each building or space listed on Form 1, Item I.

1. The building name--any name by which the building or space is identifiable to the institution.

2. Estimate age if necessary.

3. Report net assignable square feet or, where measurements are not available, an alternate indication of the building or space size. (i.e., capacity, number of stations, number of students served)

4. Descriptive classification (i.e., Classroom, Administration, Residence, etc.).

5. Complete Item 5 only if future use of the space by the institution will differ from the present general use.

6-7 Judgment evaluations by the institution.

BUILDING INVENTORY FORM 2

WEST VIRGINIA COMMISSION ON HIGHER EDUCATION
COMPREHENSIVE PLANNING PROJECT

INSTITUTION_____ DATE_____

I. (A) Building Name_____

(B) Building Number_____

(C) General Use (Check One):

Instruction and/or Research	☐
Residence and/or Food Service	☐
Administration and/or office	☐
Instruction and Administration	☐
Library	☐
Supporting Facilities	☐
Other	☐

II. (A) Total Gross square feet_____

(B) Total net assignable square feet_____

(C) Total net non-assignable square feet_____

(D) Net non-assignable square feet by floor

FLOOR	MECHANICAL AREA	CIRCULATION AREA
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If more room is needed, use reverse side of form.

(E) If building is a library, or contains a library, list number of bound volumes. _____

(F) If building is one of the following (or contains any of these), list capacity: Residential Facility_____, Food Service Facility_____, or Medical Care Facility _____.

III. (A) Only normal maintenance is expected by 1977 Yes_____ No_____

(B) Major renovation will be needed by 1977 Yes_____ No_____

(C) Demolition will be necessary by 1977 Yes_____ No_____

(D) If answer to III (C) is yes, explain _____

_____

(Form 2 Continued)

(E) The basic use (as described in I-C will remain the same through 1977. Yes ☐ No ☐

(F) If the answer to (E) is No, list expected new use according to categories in I (C)._____

_____.

IV. Building Rating

(A) Date of Construction (Year)_____

(B) Date of latest major renovation (Year)_____

(C) Primary structure: (Check One)

Category (a): ☐ A permanent type building with sound masonry or masonry and steel basic structure AND sound masonry or other fireproof material floors AND built-up ceramic or equivalent material roof.

Category (b): ☐ A temporary type building OR a permanent type building with wood basic structure AND wood floors AND shingled roof OR a structure of any construction that is basically sound.

Category (c): ☐ Any building that fits in neither Category (a) nor Category (b). A building that does not have one or more features of Category (a) but is a building superior to Category (b).

(D) Secondary structure and services: Indicate the adequacy and condition of each item using the following rating measure:

GOOD: The item is in a state of excellent condition, requiring only normal maintenance by 1977. The item is capable of accommodating increased building traffic and utilization.

FAIR: The item is adequate for present building utilization but not capable of providing increased service. The physical condition indicates repair or alteration by 1977.

POOR: The item, quantity and quality, is inadequate for present demands and the intended function of the building is restricted because of the condition. Repair or replacement is indicated in the near future.

Check one for each item

Item	Good	Fair	Poor
Heating System: Does the heating system permit a comfortable temperature to be maintained in cold weather?			
Cooling System: Does the cooling system permit a comfortable temperature to be maintained in hot weather?			
Electrical System: Does the electrical system meet usual demands placed on a building of this type?			
Plumbing: Is the plumbing system adequate for capacity building traffic?			
Room Conditions: Is the illumination sufficient? Is the area free from permanent distractions? Is the general appearance of the room conducive to study?			
Equipment: Is the equipment in the building adequate in quantity and quality to accommodate the intended function of the building?			
Circulation Services: Are the circulation services consistent with the functions of the building? (i.e., corridor widths, stair conditions, freight elevators, etc.)			
Fire Safety: Does the building have adequate egress facilities? Are stairwells enclosed and without room openings onto or under stairs?			

(Form 2 Continued)

(E) Flexibility: Indicate the degree of physical and functional flexibility of each building using the following rating scale:

Flexible: Complete absence of limitations which prevent enlarging the building or changing the basic use of the building (i.e., general classroom building).

Partially flexible: The building flexibility is limited by features of space, construction, special functions or expense.

Unflexible: The building is totally unsuited for physical enlargement of functional alterations. (i.e., swimming pool)

Item	Flexible	Partially Flexible	Unflexible
a. Physical Flexibility: Can additions be made to the current structure without altering foundations? Does space exist to construct either vertically, horizontally, or in close proximity to the building?			
b. Functional Flexibility: Can the general use of the building be economically changed?			

ADDITIONAL BUILDING INFORMATION

(A) Actual Capital Investment: $_____
To the nearest thousand dollars, the plant fund investment for the building should be recorded including funds for building additions or capitalized renovations.

(B) Estimated Replacement Value: $_____
To the nearest thousand dollars, the estimated replacement value of the building should be recorded. This estimate may be based on the full insurable value of the building or on unit costs for similar current projects.

(C) Ownership: The basis on which the building is available for use by the institution should be indicated according to the following codes. (Check One)

☐ Owned by the institution or is being paid for on an amortization schedule.

☐ Not owned, but leased or rented to the institution at a a typical local rate.

☐ Not owned by the institution, but made available to it at either no cost or at a nominal rate.

☐ Title now vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements)

☐ Not owned by institution, but shared with an institution of less than college level.

☐ Shared with another institution of college level.

(D) Source of funds (actual capital investment).
For all buildings initially occupied after June 30, 1964, identify the source of funds to the nearest thousand dollars. The detailed items so identified when added together should produce a total equal to the actual capital investment.
(SEE PAGE FOLLOWING FOR CHART)

Omit,000.

		Thousands of Dollars
Governmental Appropriations	State government	
	Local government	
Federal Government Grants	Title I HEFA, P.L. 88-204	
	Title II HEFA, P.L. 88-204	
	Public Health Service	
	National Science Foundation	
	Other: Specify	
Direct Tax Levy	State government	
	Local government	
General Obligation Bonds	State government	
	State authority	
	Local government	
	Institutional	
	Title III HEFA loans under P.L. (88-204)	
Revenue Bonds	College Housing Loan Program (HHFA)	
	Other than from HHFA	
Other	Pledged student building fees	
	Gifts and grants	
	Current funds	
	Investment of or borrowed from endowment funds	
	Investment of or borrowed from other college funds	
	Borrowed from private or commercial sources outside the institution	
	Source unknown	
	Other: Specify	

INSTRUCTIONS Form 2 BUILDING INVENTORY

Complete one Form 2 for each building included in the facilities inventory.

I. (A) Name commonly used by the institution to identify the building.

I. (B) Each institution will arbitrarily assign a number to each building starting with 1 and numbering consecutively, or use U.S.O.E. number if assigned. The purpose of this number is to facilitate machine processing.

I. (C) If a building has several major uses, list the combination of uses in "Other." Also, miscellaneous buildings, such as college museums, will appear in "Other."

II. (A) Total square feet area of building. (Floor space plus space occupied by interior and exterior walls).

II. (B) Assignable square feet includes the total of all room inventory space in the building. (i.e., all space assignable to an organizational unit). Space occupied by interior and exterior walls is not included.

II. (C) Non-assignable square feet includes all space in the building not assignable to an organizational unit. (i.e., space for general building operation and circulation). Space occupied by interior and exterior walls is not included.

II. (D) MECHANICAL AREA: Building space not assignable to an organizational unit and necessary for normal building operation. Includes, but not limited to, public rest rooms, maintenance and custodial storage and work areas, utility and power rooms, and unusable floor space.

CIRCULATION AREA: Building space not assignable to an organizational unit and necessary for flow of people and materials into, out, and through the building. (i.e., corridor, foyer, stairs, elevator, lobby, and covered entrance).

II. (E) Include only main library and branches; exclude departmental libraries where not organizationally controlled by the main library.

II. (F) Capacity is defined as the number of people the building is capable of serving at a given time. (i.e., number of beds)

III. (B) Major renovation is to be defined as renovation costing over $10. per square foot.

IV.(C-D) The items are to be rated on over-all quality of the building and not on exceptions.

IV. (E) Under the category of physical flexibility a building whose basic construction allows for additions and has space to expand with facility would be considered flexible. A building whose construction would not allow additions would be unflexible.

A class lab building which could be altered by institution carpenters to include more offices and classrooms or special purpose rooms such as darkrooms, would be considered flexible under functional flexibility. A building which for various reasons would be unfeasable to alter would be unflexible.

ROOM INVENTORY

FORM 3

WEST VIRGINIA COMMISSION ON HIGHER EDUCATION
COMPREHENSIVE PLANNING PROJECT

IDENTIFICATION

A. Institution Number		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
B. Building Number		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
C. Room Number		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
D. Floor		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----

CLASSIFY

E. Organizational Unit		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
F. Subject Field: If the code number in item "E" is greater than 4, omit item F.		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
G. Room Type		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----

ROOM USE

H. Assignable square feet in the room Use this space for calculations.		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
I. Number of stations in the room Complete item I for the following Room Type (item G) classifications only: 110, 210, 220, 230, 250, 310, 350, 410, 523, 540, 550, 610, and 630.		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
Complete items J, K, L, M for Room Type (item G) classifications 110 and 210 only.		
J. Official hours the room is scheduled per week. (before 6:00 p. m.)		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
K. Official hours the room is scheduled per week. (after 6:00 p. m.)		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
L. Total student clock hours in the room per week. (before 6:00 p. m.)		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----
M. Total student clock hours in the room per week. (after 6:00 p. m.)		0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 ----- 0 ----- 1 ----- 2 ----- 3 ----- 4 ----- 5 ----- 6 ----- 7 ----- 8 ----- 9 -----

Instructions: Record numbers or letters in the appropriate boxes before marking the corresponding rows. Mark with No. 2 pencil and erase changes completely. All item data are to be justified at the top with zeros as filler. For example, number 4 in Item A will be recorded (0) (4).

CODE FOR LETTERS
(Mark both numbers in the same row.)

A-05	H-17	O-29	V-46
B-06	I-18	P-35	W-47
C-07	J-19	Q-36	X-48
D-08	K-25	R-37	Y-49
E-09	L-26	S-38	Z-49
F-15	M-27	T-39	
G-16	N-28	U-45	

Institution

Recorder

IBM H96142

INSTRUCTIONS FORM 3 Room Inventory

Form 3 is to be completed for each room of assignable area on the campuses listed below. Assignable area includes all space assignable to an organizational unit. Mechanical and circulation space in a building is non-assignable.

A. The institution number is used to facilitate machine processing. For example, Alderson-Broaddus, number "1" will be entered as [0][1]

Below is the number assigned to each institution and branch:

1. Alderson-Broaddus
2. Beckley
3. Bethany
4. Bluefield
5. Concord
6. Davis and Elkins
7. Fairmont
8. Glenville
9. Greenbrier
10. Marshall University
11. Morris Harvey
12. Ohio Valley
13. Potomac State
14. Salem
15. Shepherd
16. West Liberty
17. W. Va. Institute of Technology
18. W. Va. State
19. W. Va. University
20. W. Va. Wesleyan
21. Wheeling
22. Marshall, Logan
23. Marshall, Williamson
24. Salem, Clarksburg
25. West Liberty, Hancock
26. West Liberty, Wheeling
27. W. Va. University, Kanawha Valley
28. W. Va. University, Parkersburg

B. Use the building number assigned to each building by the institution in Form 2.

C. If a letter in a room number refers to a building, omit it on the form. For example, Room 213S where "S" designates the Science Building will be entered as 213. If a letter distinguishes a room such as 214L, a laboratory as distinct from 214, a lecture room, the letter will be included--214L. Use the code on the front of Form 3 to enter letters. All letter entries require 2 marks in the same row. Each room ust be assigned a number by the institution. Use existing numbers where possible.

D. Number each floor of a building. Use letters where necessary. (i.e., B for basement floor)

E.F.G. Refer to Organizational Units, Subject Field, and Room Type definitions. (Classification and Definition Manual)

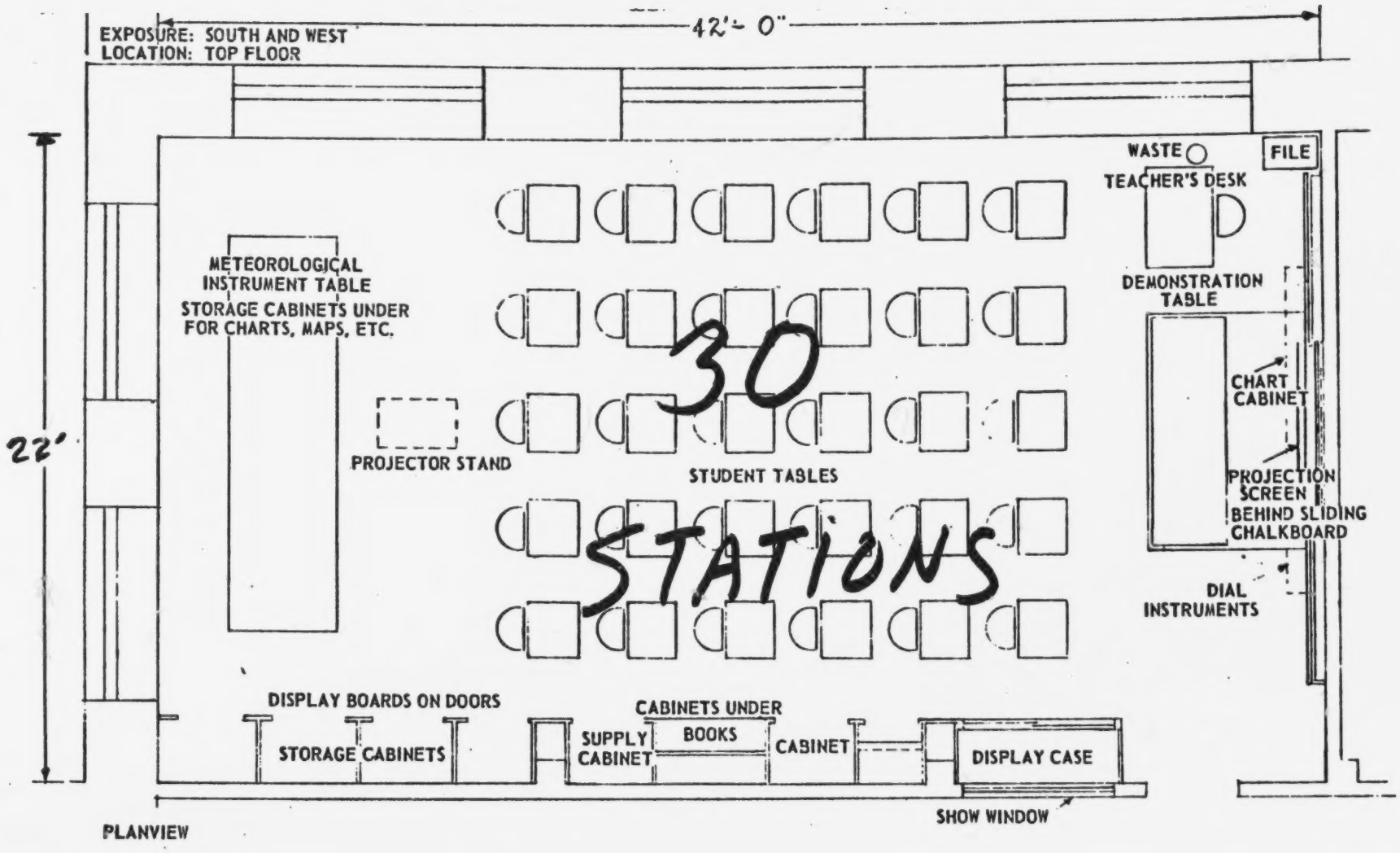
H. The assignable square feet in a room is the square feet measured from the inside walls. The space taken by a column, permanent or temporary cabinet, radiators will be counted when measuring the assignable square feet of the room. If a protrusion significantly affects the area of a room, then the area of the protrusion should be deducted. If a protrusion does not significantly affect the area of the room, then the area taken by the protrusion should be included in the square feet measurement.

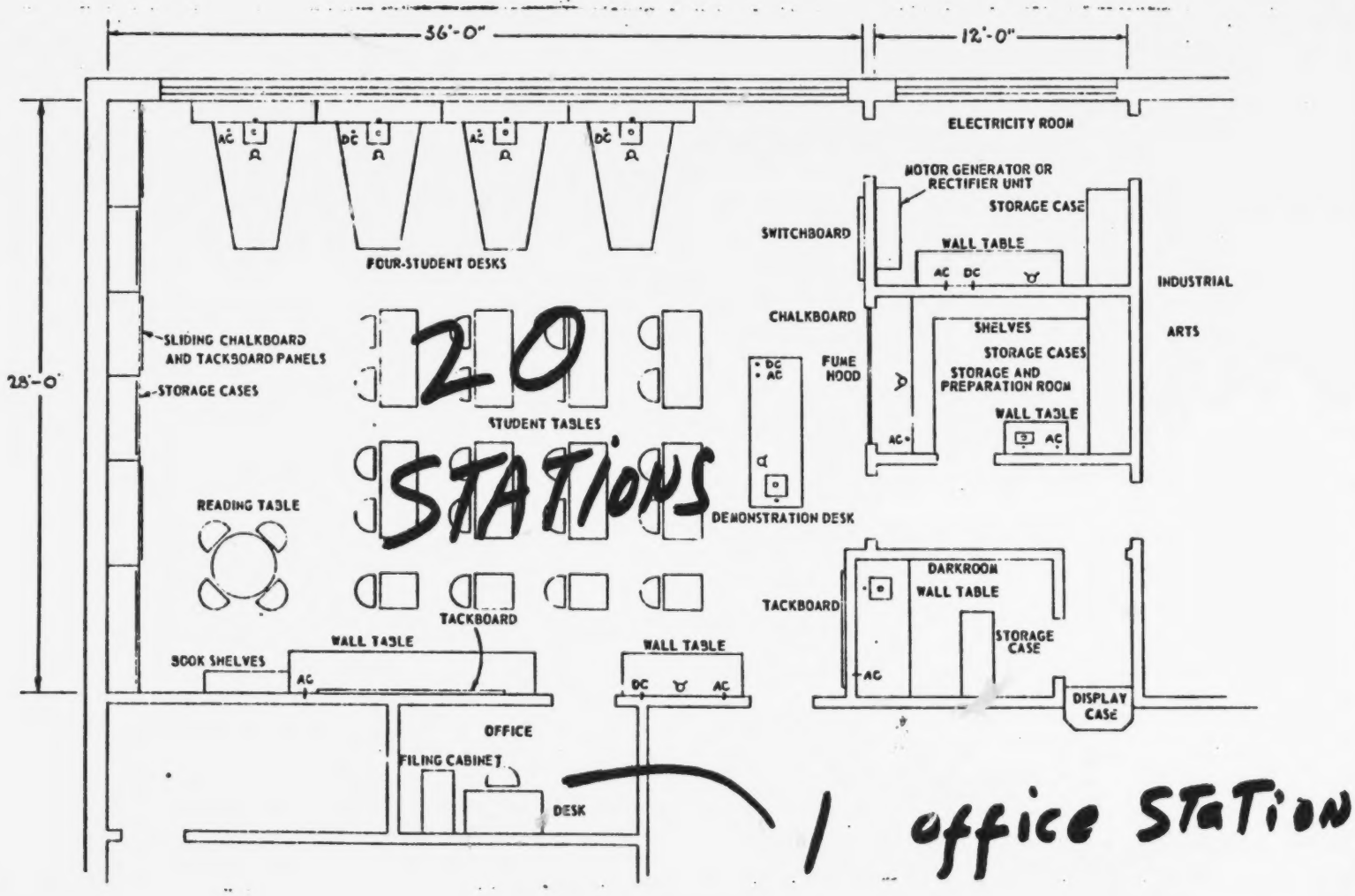
I. This item is to be completed only for room type codes listed on the form and excluding all "service" facilities. (codes ending in 5). A station is defined as the total facilities necessary to accommodate one

person at a given time in order to perform his work. In a classroom a station may be a chair with attached writing surface, and a table, etc. In a laboratory a station may be a chair and table space including electrical, gas and water outlets or a chair, table and tape recorder, etc.

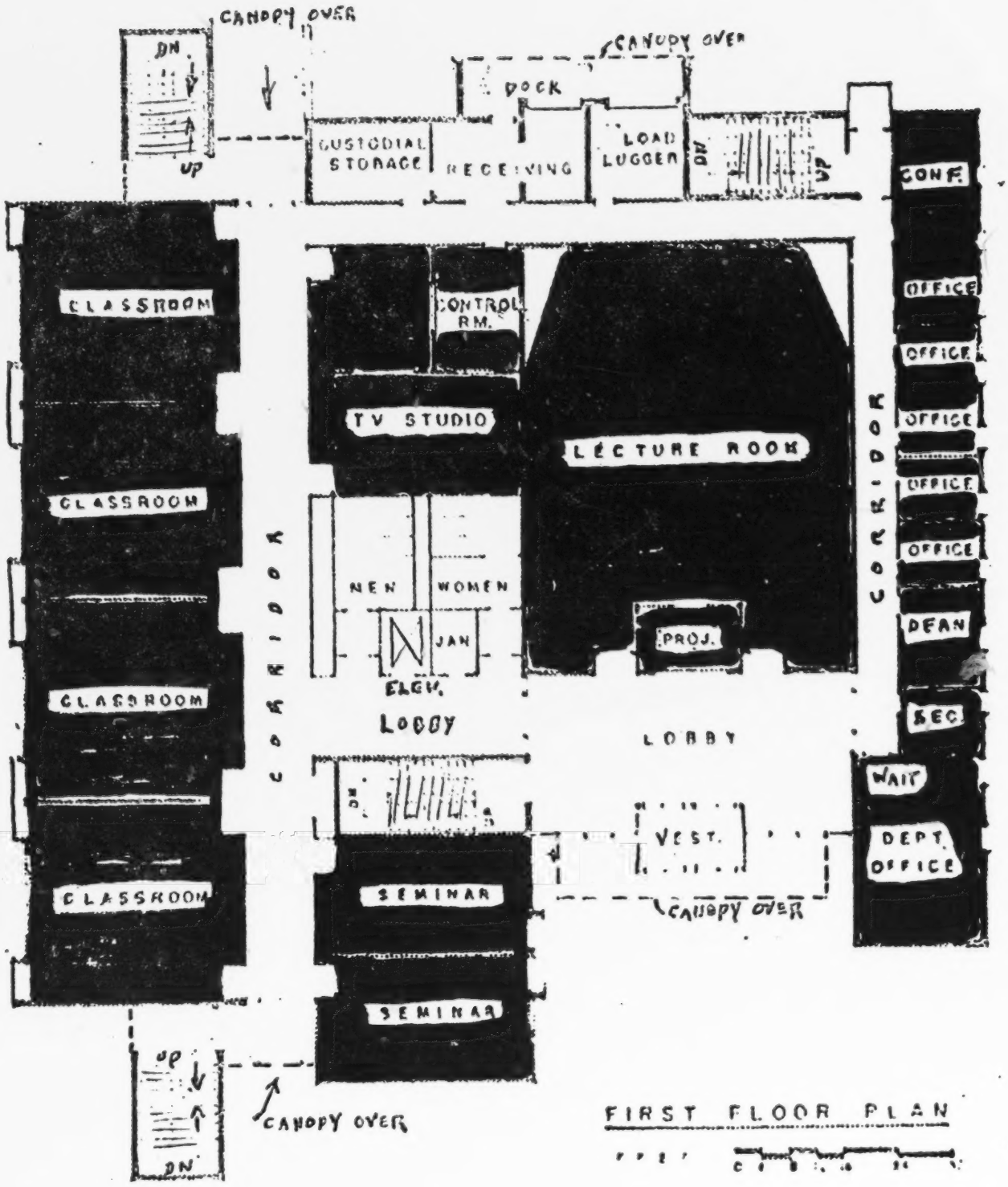
J.K. These items are to be completed only for rooms where classes regularly scheduled by the institution are conducted (credit or non-credit). Official hours will usually be derived from the institution's schedule of courses. Unscheduled classes, set-up time for laboratories and meetings of organizations will not be included in this entry. Contact hours of use, not credit hours, will be reported. (A contact hour is usually a 50 minute session). In reporting total hours on the form, any fractional part of an hour will be counted in the next highest full hour unit.

L.M. Total student clock hours in a room per week represents the total number of students in a room times the contact hours those students use the room. For example: a class of 30 students meeting in a room 3 hours per week for 2 credit hours will contribute 90 hours (30 x 3) to the total student clock hours in the room per week.





APPENDIX D-1 STATIONS

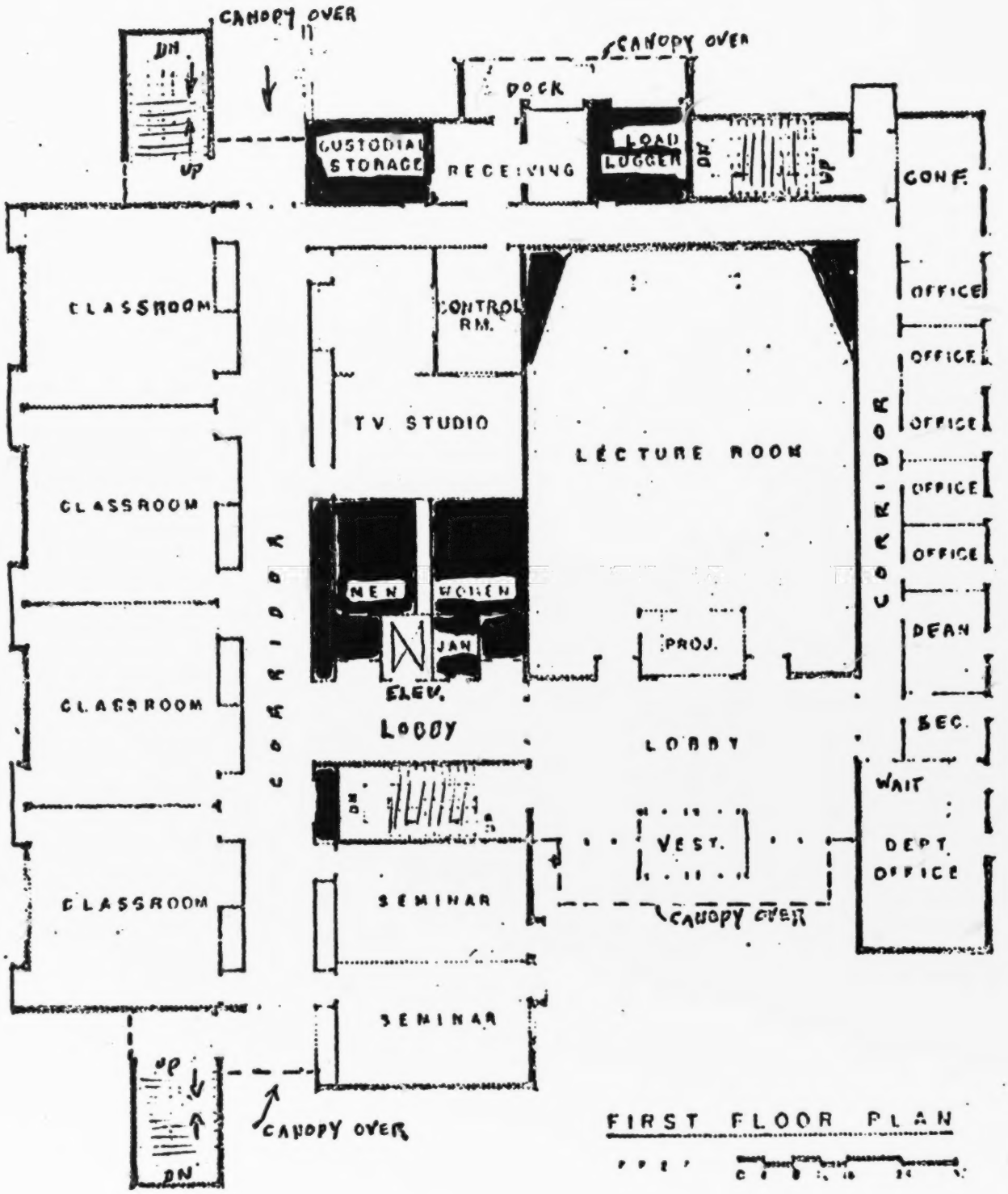


APPENDIX D-2

ASSIGNABLE SPACE

Includes, but not limited to: class rooms, class room service, offices, office service, private waiting and rest rooms, research labs and special purpose areas such as gymnasiums, shops and practice rooms. Only assignable space will be included in the room-by-room inventory. (Form 3)

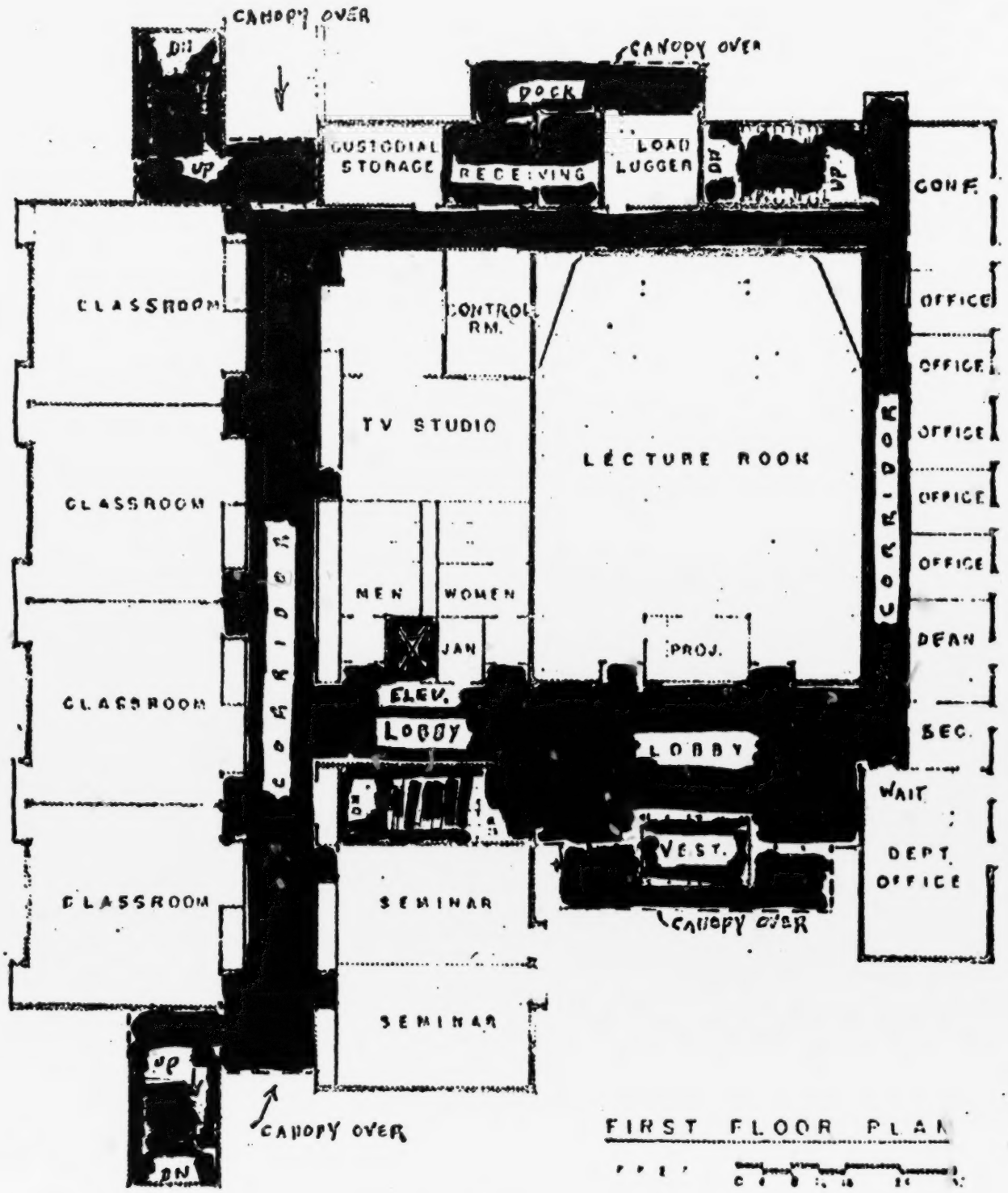
ALL SPACE ASSIGNABLE TO AN ORGANIZATIONAL UNIT



APPENDIX D-3

NON-ASSIGNABLE SPACE--MECHANICAL

Includes, but not limited to: public rest rooms, unusable floor space, storage, custodial, utility and power rooms, unassignable closets, and other service areas.



APPENDIX D-4

NON-ASSIGNABLE SPACE--CIRCULATION

Includes all space required for flow of people and materials into, out, and through the building. (i.e., corridor, foyer, stairs, elevator, lobby, and covered entrance.

APPENDIX E

PHYSICAL SPACE UTILIZATION MEASURES

SPACE FACTOR MODELS

I. Classroom, classroom--Lab

$$\text{ROOM SPACE FACTOR} = \frac{\text{ASSIGNABLE SQUARE FEET}}{\text{Number of available stations} \times \text{Per Cent Station utilization*} \times \text{Hours per week scheduled use}}$$

$$\text{*Per Cent Station Utilization} = \frac{\text{Actual student contact hours per week}}{\text{Number of available stations X hours per week scheduled use.}}$$

II. Office, study facility, laboratory

$$\text{ROOM SPACE FACTOR} = \frac{\text{ASSIGNABLE SQUARE FEET}}{\text{Number of available stations}}$$

III. Medical care, residential

$$\text{ROOM SPACE FACTOR} = \frac{\text{ASSIGNABLE SQUARE FEET}}{\text{Capacity}}$$

IV. Special and general use facilities

$$\text{ROOM SPACE FACTOR} = \frac{\text{ASSIGNABLE SQUARE FEET}}{\text{Total Enrollment}}$$

APPENDIX F

SAMPLE COMPUTER LISTINGS

FORM-3 DATA LISTING

INST NO	BLDG NO	FLR	RM NO	ORG UNIT	SUB FLD	RM TYPE	SQ FT	STATIONS	RM HRS BFR 6	RM HRS AFT 6	STUDENT CLK HRS BFR 6	STUDENT CLK HRS AFT 6	**	TOTAL SQ FT IN BLDG
07	001	02	00013	1	520	310	00072	00001	00	00	0000	0000	**	
07	001	02	00012	1	520	310	00072	00001	00	00	0000	0000	**	
07	001	02	00011	1	520	310	00063	00001	00	00	0000	0000	**	
07	001	02	00010	1	520	310	00054	00001	00	00	0000	0000	**	
07	001	02	00009	1	520	310	00096	00001	00	00	0000	0000	**	
07	001	02	00007	1	520	310	00096	00001	00	00	0000	0000	**	
07	001	02	00006	1	520	310	00104	00001	00	00	0000	0000	**	
07	001	02	00004	1	520	310	00063	00001	00	00	0000	0000	**	
07	001	02	00003	1	520	310	00072	00001	00	00	0000	0000	**	
07	001	02	00002	1	520	310	00072	00001	00	00	0000	0000	**	
07	001	02	00001	1	520	310	00072	00001	00	00	0000	0000	**	00344
07	002	01	00103	1	610	110	00644	00044	33	00	085E	0000	**	
07	002	01	00104	1	310	110	00524	00040	26	00	0621	0000	**	
07	002	03	31005	1	330	210	00138	00008	18	00	007E	0000	**	
07	002	01	10217	1	330	310	00080	00001	00	00	0000	0000	**	
07	002	01	10216	1	330	310	00065	00001	00	00	0000	0000	**	
07	002	01	10208	1	330	310	00056	00001	00	00	0000	0000	**	
07	002	01	10207	1	330	310	00064	00001	00	00	0000	0000	**	
07	002	01	10206	1	330	310	00054	00001	00	00	0000	0000	**	
07	002	01	10205	1	330	310	00104	00001	00	00	0000	0000	**	
07	002	01	00101	1	610	110	00800	00040	42	03	12C2	016E	**	
07	002	02	20207	5	000	315	00018	00000	00	00	0000	0000	**	
07	002	03	31305	1	330	720	00096	00000	00	00	0000	0000	**	
07	002	02	31306	1	330	730	00180	00000	00	00	0000	0000	**	
07	002	03	00313	1	330	210	01984	00064	15	00	0249	0000	**	
07	002	03	00311	1	330	250	00432	00010	00	00	0000	0000	**	
07	002	03	00310	1	330	210	00667	00018	18	20	0078	0000	**	
07	002	03	00309	1	330	310	00299	00003	00	00	0000	0000	**	
07	002	03	00308	1	310	730	00410	00000	00	00	0000	0000	**	
07	002	01	00307	1	330	110	01014	00020	24	00	0326	0000	**	
07	002	03	30306	1	330	310	00128	00002	00	00	0000	0000	**	
07	002	03	00306	1	330	210	00449	00025	10	00	0077	0000	**	
07	002	03	30305	1	330	210	00152	00003	00	00	0000	0000	**	
07	002	03	00304	1	330	210	00621	00012	03	00	0021	0000	**	
07	002	03	30307	1	330	255	00120	00000	00	00	0000	0000	**	
07	002	03	00303	1	330	210	00506	00025	00	20	0080	0000	**	
07	002	03	00302	1	330	310	00080	00001	00	00	0000	0000	**	
07	002	03	00301	1	330	110	00768	00055	26	00	0545	0000	**	
07	002	03	00300	1	330	210	00768	00052	20	00	0796	0000	**	
07	002	02	21505	1	210	730	00144	00000	00	00	0000	0000	**	
07	002	02	00215	1	210	210	01005	00040	22	00	0603	0000	**	
07	002	02	21305	1	210	310	00130	00002	30	00	0592	0000	**	4
07	002	02	00213	1	210	310	00169	00001	00	00	0000	0000	**	
07	002	02	00212	1	210	110	00736	00068	24	00	1017	0000	**	
07	002	02	00211	1	110	110	00690	00040	13	00	0193	0000	**	
07	002	02	20507	1	610	315	00020	00000	00	00	0000	0000	**	
07	002	02	20506	1	610	310	00048	00001	00	00	0000	0000	**	
07	002	02	20505	1	610	310	00126	00002	00	00	0000	0000	**	
07	002	02	00206	1	110	110	00874	00060	20	00	0879	0000	**	
07	002	02	00207	1	640	210	00520	00012	00	00	0000	0000	**	
07	002	02	20606	1	640	730	00132	00000	00	00	0000	0000	**	

BUILDING QUANTITY SPACE INVENTORY

BUILDING CODE	BUILDING NAME	GROSS SQ FT	TOTAL NET SQ FT	PERCENT OF GROSS	NET NON-ASSIGNABLE SQ FT			PERCENT OF GROSS	NET ASSIGNABLE SQ FT	PERCENT OF GROSS
					MECHANICAL	CIRCULATION	TOTAL			
001	ADMIN	046880	043123	0.919	03482	09179	012661	0.270	030462	0.649
002	SCI BL	038609	032735	0.847	02437	05870	008307	0.215	024428	0.632
003	MORROW	037484	032118	0.856	03398	07845	011243	0.298	020915	0.557
004	COLE G	063972	038268	0.598	06588	04543	010131	0.158	028137	0.439
005	LIBRAR	024660	020791	0.843	01824	02996	004820	0.195	015971	0.647
006	MAINTE	013712	010950	0.798	00542	00526	001068	0.077	009882	0.720
007	STUD C	024692	021418	0.867	01044	03488	004532	0.183	016886	0.683
008	PRES H	003789	003180	0.839	00652	00210	000862	0.227	002318	0.611
009	PENCE	029218	020167	0.690	01784	06539	008323	0.284	011844	0.405
011	FIELD	008672	009111	1.050	02540	00220	002760	0.318	006351	0.732
012	NORTHH	030379	023423	0.771	02478	07270	009748	0.320	013675	0.45
013	ONE RM	000572	000520	0.909	00000	00000	000000	0.000	000520	0.909
014	CAFE	016461	014773	0.897	01439	01934	003364	0.204	011409	0.693
015	FINE A	086464	076568	0.885	05144	09602	014746	0.170	061822	0.715
016	GIRLS	000448	000364	0.812	00000	00000	000000	0.000	000364	0.812
017	OL PRA	001696	001254	0.739	00140	00368	000508	0.299	000746	0.439
018	PLUMB	001445	001229	0.850	00000	00000	000000	0.000	001229	0.850
019	LUMBER	000680	000570	0.838	00000	00000	000000	0.000	000570	0.838
020	WASTE	000680	000570	0.838	00000	00000	000000	0.000	000570	0.838

APPENDIX G

FORMS 2-A AND 3-A

A N N U A L B U I L D I N G I N V E N T O R Y

(Form 2-A)

W E S T V I R G I N I A C O M M I S S I O N O N H I G H E R E D U C A T I O N

INSTRUCTIONS: Complete one Form 2-A for each new building constructed or purchased and owned by the institution but not previously inventoried by The State Commission.
Complete one Form 2-A for each building that has had major rennovation ($10. per square foot) since previous inventory by The State Commission.
Building Inventory reports on this form should reflect conditions on September 30 each year and should be submitted to The West Virginia Commission on Higher Education not later than November 30 each year.
Use the "Information Collection and Methodology Report" published by The State Commission in April, 1968, for term definitions and instructions (Form 2, Appendix C).

I D E N T I F I C A T I O N

Institution: Name_____ Inventory Date: September 30, 19___

Building: Name_____ Number_____

General Building Use:

(Check One) ☐ Instruction and/or Research ☐ Residence and/or Food Service ☐ Administration and/or Office ☐ Instruction and Administration ☐ Library ☐ Supporting Facilities ☐ Other (List Use)_____

Date of Construction_____ Date of Latest Major Rennovation_____

List the capacity if the building is one of the following: Residential_____, Food Service_____, Medical Care_____, Library (Volumes)_____.

Inventory Prepared By:_____(Name and Title)

B U I L D I N G S P A C E

Total Gross Square Feet_____ Total Net Assignable Square Feet_____

Total Net Non-Assignable Square Feet: Mechanical_____ Circulation_____

B U I L D I N G R A T I N G

Primary Structure: (Check One) ☐ Category A Permanent Masonry, ☐ Category B Temporary or Wood Basic Structure, ☐ Category C Permanence between "A" and "B".

Secondary Structure: (Check Good, Fair, or Poor For Each Item)

	Good	Fair	Poor		Good	Fair	Poor
Heating System	___	___	___	Room Conditions	___	___	___
Cooling System	___	___	___	Equipment	___	___	___
Electrical System	___	___	___	Circulation Services	___	___	___
Plumbing	___	___	___	Fire Safety	___	___	___

Flexibility: (Check Degree of Flexibility for each Item)

	Flexible	Partially Flexible	Inflexible
Physical Flexibility	_____	_____	_____
Functional Flexibility	_____	_____	_____

C A P I T A L I N V E S T M E N T

Actual Capital Investment: $_____
Estimated Replacement Value $_____

Form 3-A

A N N U A L R O O M I N V E N T O R Y

W E S T V I R G I N I A C O M M I S S I O N O N H I G H E R E D U C A T I O N

INSTRUCTIONS: Complete a Form 3-A for each ROOM, or space, not previously inventoried. This includes new buildings or additions to existing buildings.
Complete a Form 3-A for each ROOM, or space, that has been changed in any of the features listed; even though the space has been inventoried previously.
Room inventory reports on this form should reflect conditions on September 30 each year and should be submitted to the West Virginia Commission on Higher Education not later than November 30 each year.
Use the "Information Collection and Methodology Report" published by the State Commission in April, 1968, for term definitions and coding numbers.

I D E N T I F I C A T I O N

INSTITUTION: Name_____ Number_____

Building: Name_____ Number_____

Floor_____ Room Number_____ Inventory Date: September 30, 19____

Inventory Prepared By:_____ (Name and Title)

C L A S S I F I C A T I O N

Organizational Unit_____ Code Number_____

Subject Field_____ Code Number_____
(Report subject field only if organizational unit code is greater than 4.)

Room Type_____ Code Number_____

...S I Z E

Assignable square feet in the room, or space:_____Sq. Ft.

N O T E (Check One)

☐ The above reported room, or space, is new and not previously inventoried by the State Commission.

☐ The above reported room, or space, has been inventoried previously by The State Commission and this is a report of Change.
(Use the building, floor, and room numbers of the original inventory where possible)

WEST VIRGINIA COMMISSION ON HIGHER EDUCATION ROOM INVENTORY

IDENTIFICATION					CLASSIFICATION			SPACE	ROOM USE			
COLLEGE OR UNIV.	BUILDING NUMBER	FLOOR	ROOM NUMBER		ORG. UNIT	SUBJECT FIELD	ROOM TYPE	ASSIGNABLE SQUARE FEET	NUMBER OF STATIONS	HOURS OF ROOM USE	STUDENT CLOCK HOURS	
										TO 6 PM / AFTER 6 PM	TO 6 PM	AFTER 6 PM
0 0	0 0 0	0 0	0 0 0 0		0	0 0 0	0 0 0	0 0 0 0 0	0 0 0 0	0 0 / 0 0	0 0 0	0 0 0
1 2	3 4 5	6 7	8 9 10 11 12		13	14 15 16	17 18 19	20 21 22 23 24	25 26 27 28 29	30 31 / 32 33	34 35 36	37 38 39 40 41
1 1	1 1 1	1 1	1 1 1 1 1		1	1 1 1	1 1 1	1 1 1 1 1	1 1 1 1	1 1 / 1 1	1 1 1	1 1 1 1
2 2	2 2 2	2 2	2 2 2 2 2		2	2 2 2	2 2 2	2 2 2 2 2	2 2 2 2	2 2 / 2 2	2 2 2	2 2 2 2
3 3	3 3 3	3 3	3 3 3 3 3		3	3 3 3	3 3 3	3 3 3 3 3	3 3 3 3	3 3 / 3 3	3 3 3	3 3 3 3
4 4	4 4 4	4 4	4 4 4 4 4		4	4 4 4	4 4 4	4 4 4 4 4	4 4 4 4	4 4 / 4 4	4 4 4	4 4 4 4
5 5	5 5 5	5 5	5 5 5 5 5		5	5 5 5	5 5 5	5 5 5 5 5	5 5 5 5	5 5 / 5 5	5 5 5	5 5 5 5
6 6	6 6 6	6 6	6 6 6 6 6		6	6 6 6	6 6 6	6 6 6 6 6	6 6 6 6	6 6 / 6 6	6 6 6	6 6 6 6
7 7	7 7 7	7 7	7 7 7 7 7		7	7 7 7	7 7 7	7 7 7 7 7	7 7 7 7	7 7 / 7 7	7 7 7	7 7 7 7
8 8	8 8 8	8 8	8 8 8 8 8		8	8 8 8	8 8 8	8 8 8 8 8	8 8 8 8	8 8 / 8 8	8 8 8	8 8 8 8
9 9	9 9 9	9 9	9 9 9 9 9		9	9 9 9	9 9 9	9 9 9 9 9	9 9 9 9	9 9 / 9 9	9 9 9	9 9 9 9
1 2	3 4 5	6 7	8 9 10 11 12		13	14 15 16	17 18 19	20 21 22 23 24	25 26 27 28 29	30 31 / 32 33	34 35 36	37 38 39 40 41

EAC H-IP 7338